



**NOVI COMMUNITY SCHOOL DISTRICT**  
*PROVIDE IMPACTFUL OPPORTUNITIES FOR ALL TO CULTIVATE LIFELONG LEARNING.*

# **Board of Education 2022 Agenda**

**Dr. Danielle Ruskin**  
**President**

**Mr. Paul Cook**  
**Vice President**

**Mr. Willy Mena**  
**Secretary**

**Mrs. Kathy Hood**  
**Treasurer**

**Mr. Tom Smith**  
**Trustee**

**Mrs. Bobbie Murphy**  
**Trustee**

**Mrs. Mary Ann Roney**  
**Trustee**

**Meeting Date: March 3, 2022**  
**Educational Services Building**  
**25345 Taft Road**  
**Novi, MI 48374**



**NOVI BOARD OF EDUCATION**  
**Regular Meeting – March 3, 2022**  
**7:00 PM**  
**AGENDA**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLIANCE**
- III. APPROVAL OF AGENDA**
- IV. AWARDS/RECOGNITIONS/PRESENTATIONS**
- V. REPORTS TO THE BOARD**
  - a. AP/IB Annual Report**
- VI. COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS**
  - *Individuals who wish to address the Board must identify themselves, their address, and any organization they may represent*
  - *The Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting*
  - *Individuals who wish to address the Board shall direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.*
  - *Behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting is strictly prohibited.*
- VII. CONSENT AGENDA**
  - a. Approval of Minutes**
  - b. Approval of Field Trip(s)**
- VIII. ACTION ITEMS**
  - a. Personnel Report**
  - b. Donations**
  - c. 2021-2022 Budget Amendment**
  - d. Physical Education Waiver**
  - e. Approval of Attorney**
- IX. INFORMATION AND DISCUSSION**
  - a. Technology Refresh Phase III**
  - b. 2021-2022 Erate Awards**
  - c. 2022 Site Improvement Project**
  - d. 2022-2023 NEA Calendar**
- X. COMMITTEE REPORTS**
  - a. Finance Committee**
  - b. Curriculum Committee**
- XI. COMMENTS FROM THE AUDIENCE**
- XII. SUPERINTENDENT'S REPORT**
- XIII. ADMINISTRATIVE REPORTS**
- XIV. BOARD COMMUNICATION**
- XV. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

March 3, 2022

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

Topic: Advanced Placement (AP) and International Baccalaureate (IB) Report

Alaina Brown, Advanced Placement (AP) and International Baccalaureate (IB) Coordinator, will be sharing with the Board of Education a presentation of the district's Advanced Placement (AP) and International Baccalaureate (IB) participation and performance data.

We are grateful to the community for supporting both programs that provide our students with additional academic opportunities. Conversations with students, parents, and teachers have yielded positive feedback for both programs.

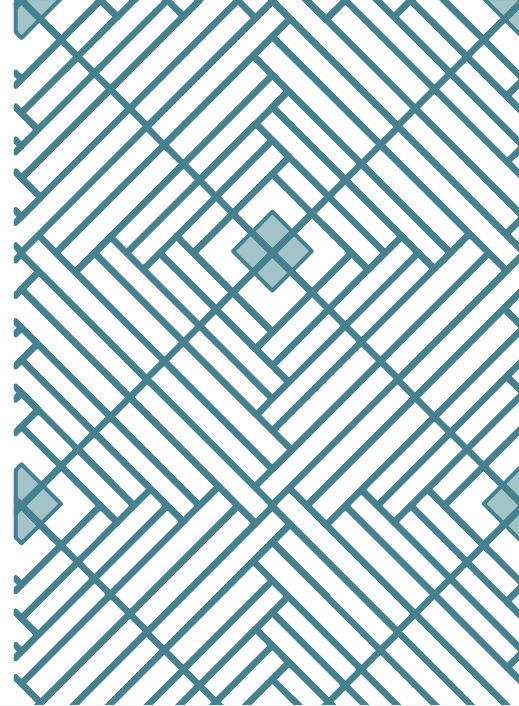
**APPROVED AND RECOMMENDED  
FOR A REPORT TO THE BOARD**

A handwritten signature in black ink, appearing to read "Steve Matthews", written over a horizontal line.

Steve Matthews, Superintendent

# AP/IB Board Update

March 3, 2022



# BEST of the Best

Novi Community School District continues to produce students who break barriers

By George Sipple, Marketing and Public Relations Specialist, Novi Community School District

**H**E solved this particular puzzle perfectly. Novi High's Rishth Seelam became one of 356 students – out of 74,825 in the world – to earn a perfect score on the Advanced Placement Computer Science A Exam in May 2021.

It was the second time in recent years that a Novi High student earned perfection in AP or International Baccalaureate programs. Katie Dong, now a student at Stanford, earned perfect scores on each component of her IB Diploma last year.

Seelam said he spent a lot of time learning Java programming at the end of his sophomore year before taking Kristin Franchi's AP Computer Science class as a junior.

"I just wanted to get some

taught AP Computer Science for eight years, put into perspective Seelam's accomplishment.

"I think I can get a 5 on the exam," Franchi said, referring to the top designation that recommends how qualified a student is to receive college credit or placement. "But a perfect score? Not make a single mistake? Nope, no way. But my student Rishth did! For me, it's a better feeling than if I had gotten it myself."

Franchi said there are a few questions on the exam that are worth multiple points, which makes it impressive that Seelam earned every possible point.



more rewarding to learn something new."

While Seelam is interested in studying computer science or computer engineering in college, he has many interests.

He is president of Novi High's Debate team and one of the

**K**ATIE Dong accomplished a first at Novi High School in 2021. She earned a perfect score on every component of her International Baccalaureate Diploma. Dong was among 1.5 percent of students who accomplished that feat in 2021.

"While we are incredibly proud of the scores, we are even more proud of the great person who earned them," said Alaina Brown, the AP/IB coordinator at Novi High School. "These scores show that Katie embodies all that the IB stands for – she is not just knowledgeable, but open-minded, caring, communicative, inquisitive, reflective and balanced."

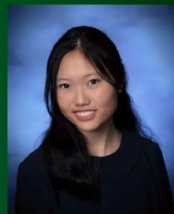
Dong reflected on her high school accomplishment and what she's doing now as an undergraduate student at Stanford.

What were your initial thoughts when you found out about your achievement? What did it mean to you?

When Mrs. Brown first emailed me about my scores, I was so excited that I slipped on the carpet as I ran to tell my parents. Honestly, I didn't think of it as much in the context of percentiles or being the first. Regardless of the score, I put a lot of work into IB, and the results gave the long process a nice sense of relief and closure.

How did the IB courses – and your time in the Novi

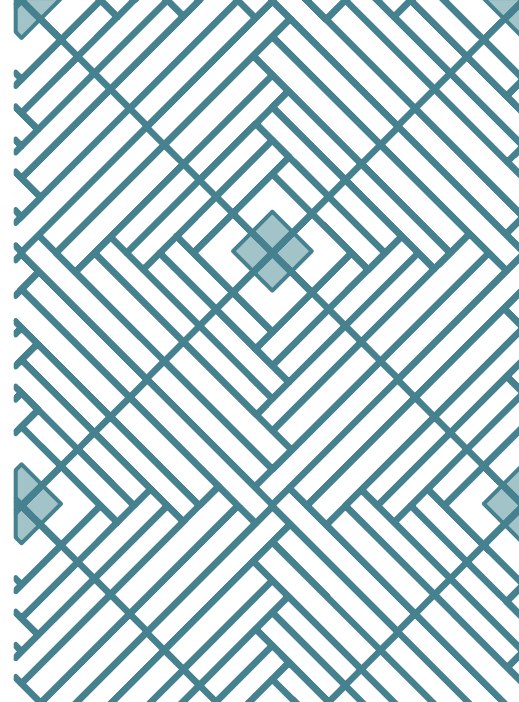
extent that you can and hope that the outcome is in your favor. Though it might be tempting, that extra five minutes of cramming at 3 a.m. doesn't help much. Exam scores aside, the most you can do is study and take comfort in knowing that you did your best.



How have you enjoyed your time at Stanford? I've been doing well at Stanford. The people here come from a wide variety of backgrounds and are very kind and supportive.

# AP/IB Performance

Even through a pandemic, our students continued to test and to score well.



# AP: Five Year Score History

	2017	2018	2019	2020	2021
Total AP Students	699	794	750	790	760
Number of Exams	1,469	1,653	1,690	1,689	1,595
AP Students with Scores 3+ (out of 5)	611	675	664	662	613
% of Total AP Students with Scores 3+	87.41	85.01	88.53	83.8 <i>Global</i> 69.73*	80.66 <i>Global</i> 63.18**
	In line with global trends				
# of Capstone Candidates	N/A	22	17	18	29
#/% of Capstone Diplomas	N/A	14/64%	13/76%	13/72%	21/72%

# IB: Five Year Score History

	2017	2018	2019	2020	2021
Number of candidates registered in the session:	45	45	35	43	41
Number of diploma candidates registered in the session:	11	13	4	6	6
Number of candidates who passed the diploma/%:	9	13/100%*	3/75%	5/83%	5/83%
Average points obtained by candidates who passed the diploma:	30	32	29	30	36
Highest diploma points awarded to a candidate:	35	40	34	35	45**
Average grade obtained at the school by candidates who passed the diploma:	4.83	5.12	4.87 Global 4.77	4.9 Global 4.95	5.67 Global 5.19
Average points obtained for all students who tested	4.7	4.87	4.63	4.9	5.1
% of total IB students with a scores of 4+ (out of 7)	91%	90%	91%	94%	91%

In line with global trends, averages increased last year

# IB Letter of Support shared 2.22.22

Dear IB students and families,

The IB understands that the pandemic has been, and continues to be, an exceptionally difficult time for students and their families. You have been required to be more flexible with your education than ever before, adapting to changes between face-to-face classroom learning and the demands of online learning. Throughout all remaining focused on your studies despite the unique stress of living through a pandemic and continued disrupted educational experience. We are thankful to our IB World Schools for their continuous care and support in the teaching of IB programmes throughout the disruption, and to you in your dedication to your IB learning and progression.

The IB continues to work closely with schools to understand the circumstances faced by our community globally to ensure we can provide the correct support, resources, and mitigations for the disruption to learning you have experienced throughout the pandemic. For the May 2022 Diploma Programme and Career-related Programme session, we have provided an adapted assessment model with a reduction in components for many subjects.

Wherever it is possible, students sitting examinations is the best method to assess student capability and the IB expects schools to make all reasonable efforts to administer the examinations. However, we know that there will be circumstances where it is not possible for schools to hold exams due to mandates, closures or restrictions, and there may also be cases where individual students cannot sit some or all of their exams due to COVID related illness or quarantine. In those circumstances the school will be able to request that students are awarded grades using the established non-exam procedure (as used in the 2021 sessions). The IB will be providing schools with clear instructions and eligibility criteria for this process ahead of the examination session.

In order to enable this flexibility, the IB is marking coursework assessments normally marked by schools and only sampled by the IB. In order to help align predicted grades globally to IB standards, the IB is providing teachers with guidance to use alongside student work and IB grade descriptors when determining predicted grades. Your school will be able to provide more information about this session and your school specific circumstances.

We want to reassure you that we will deeply consider the impact of the pandemic when awarding results for students this year. We will undertake significant review of results at a country, school, subject and student level to ensure that we can mitigate for the disruption students have faced.

To ensure individual students do not receive a lower outcome because of missed face-to-face teaching, we will adjust our grade boundaries. This follows the successful approach we took in the 2021 sessions.

The IB:

- understands that local, country or regional level circumstances may change, preventing a school from administering exams – schools have been asked to keep the IB informed of these developments so that the IB can support.
- understands that student circumstances may change before or during exams due to a COVID diagnosis and/or need to isolate/quarantine. Our dedicated teams will be able to support schools and students in these circumstances. In circumstances where a school must close or a student must quarantine part way through the examination period, some subject grades may be awarded using exam results and others using the non-exam procedure, but no indication of this will appear on the certification. Careful matching of standards across both procedures will ensure that students are neither advantaged nor disadvantaged.
- understands the disadvantages experienced across the world and within specific locations. The IB is monitoring the situation in all regions closely and regularly updates the assessment division and the wider IB leadership. We will carefully consider the reported situations within the assessment process. As we did in 2021, checks will be made to measure whether global mitigations have been effective in each school location relative to locations of other schools. Where mitigations have not been sufficient to maintain cross state comparability, for example, additional mitigation will be applied.
- understands that some students that are currently overseas may not be able to attend exams in their enrolled schools. Programme coordinators are required to contact overseas IB schools hosting exams that may be able to support, and we are encouraging IB schools to accept these students at their school as an alternative venue student. If coordinators are unable to find a suitable exam venue, we will be able to support students in these circumstances.

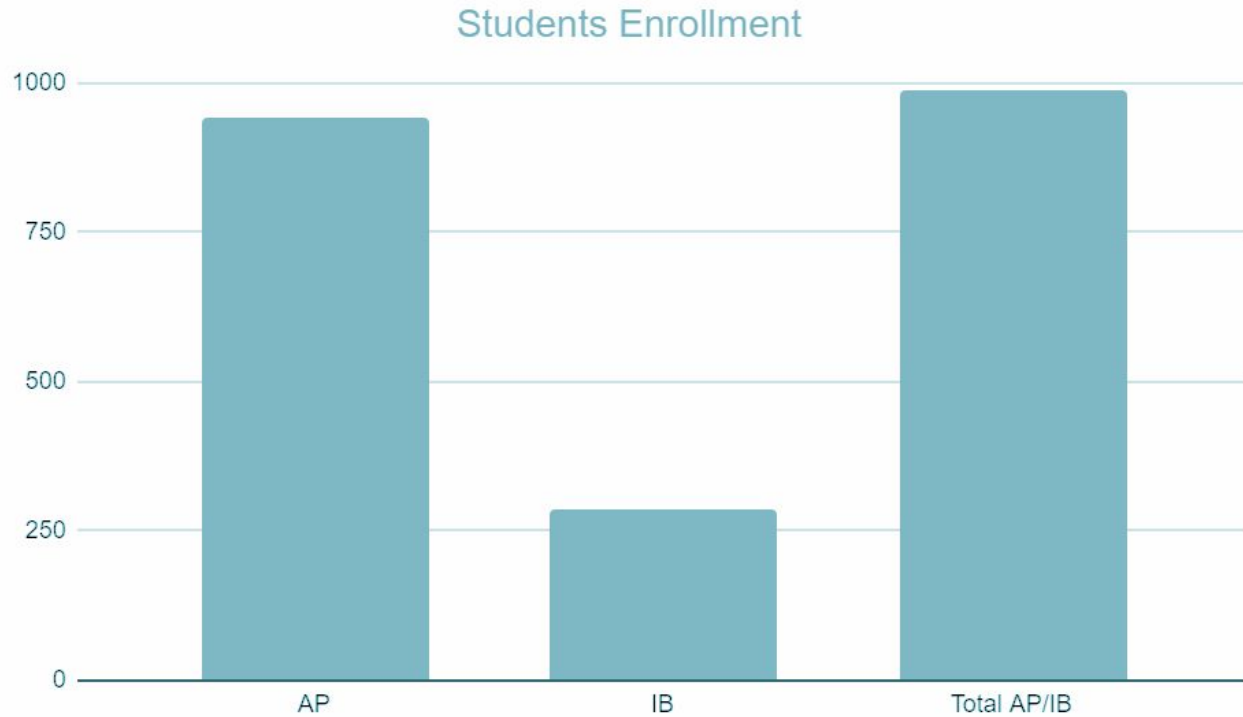
Our dedicated teams will continue to work closely with schools, providing timely information, resources and opportunities for questions and feedback as we prepare for the May 2022 examination session. Our website ([ibo.org](https://ibo.org)) will be regularly updated with information about how we will be awarding results for the session, as well as our plans for 2023.

In addition, our recognition teams are communicating with universities globally to encourage the continued recognition of IB qualifications - results from our sessions in 2020 and 2021 have been recognised by institutes globally. We know that this will continue to be an anxious time, your school and the IB will do all we can to ensure that students receive results that are a fair reflection of their dedication and efforts during their learner journey. Please take care over the coming months and stay connected with your school community.

Warm regards,  
All at the IB



# AP/IB Enrollment 2021-2022



# A closer look at the numbers

	AP	IB	Total AP/IB
Students	941	286	988
% of total	44%%	14%	47%
Grades 11 & 12	593	283	743
% of grades 11 & 12	66%	27%	71%
Test eligible	2091	95	2186
Registered	1808	56	1864
% of eligible students testing	86%	60%	85%



# 2022 May testing projections

Planning to give ~ 1886 AP/IB exams (over 250 in a single session)

Increased numbers are great, HOWEVER

- Due to increased enrollment and broken furniture we no longer have our designated testing desks, nor an excess to use.
- Without desks numerous teachers will be displaced repeatedly throughout two of the four week testing window.
- Some teachers have already agreed to give up their rooms to accommodate testing, but rooms still lack enough desks for testing.
- The Middle School is lending us at least 15 desks

**BOTTOM LINE: We need ~100 desks and for rooms 160, 162, and 165 plus the space next to the Media Center Forum to be cleaned out and restored to usable spaces.**

Other considerations:

- The Field House raises safety concerns when used for testing and would still require 180 desks to be used or tables to be rented.
- Off site testing poses transportation, security, and supervision concerns.
- Looking for PROCTORS - less returning than in previous years, have posted in Friday updates, Twitter, PeachJar, and to students that proctors are needed.

# IB Diploma Program Evaluation Overview

## Preliminary Review

Policies  
Curriculum  
Alignment to IB Program  
Standards & Practices

1

Committees to  
revise policies and  
address concerns  
from self-study

3

Submit  
**Self-Study** results  
**Program Development  
Plans**

5

**Self-Study  
Questionnaire**

2

**Submit  
Preliminary  
Documents**

4

Await feedback  
**Share with community**  
Continue program  
development

6

# IB Diploma Program Evaluation Details

## August/September

- Prepare self-study questionnaire and distribute to all stakeholders
- Review feedback

## January/February

- Continue updating program development plans
- Finalize self-study conclusions
- Final submission due March 1 - *submitted Feb. 4*

## October/November

- Committee work based on questionnaire responses
- Review and revise all 5 required IB policies
- Teachers submitted sample units

## March/April

- Await feedback
- Present report to staff
- Revise program development plans as needed

## December

- Submit all preliminary paperwork - [Approved 1.21.22](#)
- Create and seek approval for program development plans

## Next 5 Years

- Continue annual review of policies and practices.
- Continue program development plans

# Self-Study Process→ Four Committees

Thanks to the support of our administrative team from helping to plan and the work.

## 1. Academic Integrity Committee

- Led by CALs with support of Ron Kane
- Met twice during district PD to review existing policy
- Sought department feedback
- Input compiled into draft, given to CALs as part of Academic Policy Committee
- Currently open for comment within departments

## 2. Assessment Committee

- Led by CALs with support of Andrew Comb
- Met twice during district PD to review existing policy
- Sought department feedback
- Input compiled into draft, given to CALs as part of Academic Policy Committee
- CALs helped departments prioritize areas to work on

# Self-Study Process→ Four Committees

Thanks to the support of our administrative team from helping to plan and the work.

## 3. Diversity, Equity, & Inclusion Committee

- Led by CALs and Melissa Jordan
- Large group met twice during district PD
- Leadership of group continues to meet
- Larger committee meeting Feb. 22 to review progress and plans
- Members of group helped revise Inclusion Policy to document all current practices in a single place
- Members of the group helped plan AP/IB small group meetings for underrepresented groups

## 4. Wellness Committee

- Led by CALs with support of Nicole Carter, and Angie Southworth
- Met twice during district PD to review existing practices
- Planned to continue work with student mental health committee

# Self-Study Process + Committee findings→ TWO program development plans

## 1. Academic Committee

- Andrew Comb and the CALs continuing the work of the Academic Integrity and Assessment Committee
- Determining short and long term goals
- Determining attainable targets
- Working toward building clarity and consistency.

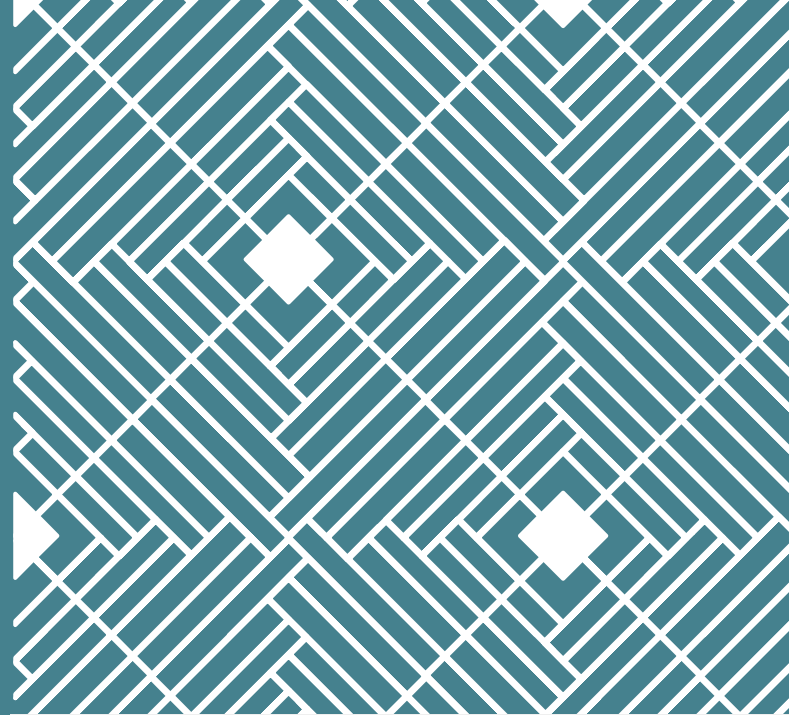
## 2. Removing Barriers

- AP/IB Coordinator, along with D, E, I Committee leadership, Carter and Jordan identifying barriers within our building
- With regards to IB this includes
  - Increasing awareness and accessibility of classes & programs
  - Seeking Career-related program (CP) authorization
  - Ensuring support for CP candidates with two year CP Core course



# Career-related Program

Seeking authorization for 2022-2023 school year



# Career-related Program Authorization

## July–September

- Work with consultant to complete the application for authorization
- Gauge student interest

## October–December

- Write course outlines for all CP Core requirements and career courses
- Review and revise all 5 required IB policies
- Train new IB CP staff & publicize and recruit students
- Submit application

## January


- Respond to Matters to Be Addressed
- Continue training staff
- Publicize the program and recruit students
- Begin preparations for authorization visit

## February–May

- Schedule students
- Meet with CP students & parents
- Prepare all IB (DP + CP) staff for authorization visit
- CP Core teachers meet to complete review and preparation of curriculum

## June–August

- Authorization visit
- Respond to any matters to be addressed
- Welcome back CP students & parents



Looking for a board member to participate



# AP/IB budget and students at work

**Rishith Seelam** - perfect score on AP Comp Sci exam!!!!

**AP Gov** students enjoyed sharing a subscription of *The Week* to connect their class discussion to the real world.

**AP US** walls covered with whiteboard timeline for tracing continuity and change

New **sound systems** to support AP language testing

Trained **two new AP staff** members

**Katie Dong** - first Novi student to earn every single point (all perfect scores) for her IB Diploma!!!!

**IB DP** students helped rethink **Unity in the Community** program and launched a (small) day of service - looking to expand in years to come

Trained/training **10 staff members** for current and future programming and support.

**IB Family Smore**

AP/IB funds have allowed the AP/IB Bio “zoo” to grow!

# AP US: Tracing themes across time



## Congratulations Rod Franchi

Novi Community School District  
Outstanding High School Teacher of the Year

I feel truly honored to be recognized among this amazing staff! It's also been an honor to work with my partners in learning — my students. I have always found genuine joy in trying to think up new ways to help kids learn, and then work with them to see the growth.



# Animals in AP/IB Biology

We are able to use each animal as examples for many curriculum components throughout the year.

Additionally, they help students engage within the classroom while simultaneously learning about and appreciating the world beyond the classroom.

In Nick Ryan's room, we have a gray rat snake, a California king snake, a European legless lizard, two tiger salamanders and a crested gecko.



# Animals in AP/IB Biology

In Katie James' room we have 2 guinea pigs, Luna & Nova, and this spring we are hoping to add female crested gecko which has amazing adaptations and could potentially serve as a mate to the current male gecko and begin a breeding program.

James' room is also home to Thunder, the fish, and several of the MANY aquatic snails that appeared in his tank when they added the aquatic plant.

The snails are a really great example of how easy it is for invasive species to spread and harm the Great Lakes and other ecosystems because they were not even visible as little hatchlings on the plants in Thunder's tank. First 2-3 appeared and now there are at least 15.

## Conservation status

Domesticated

## Scientific classification

**Kingdom:** Animalia

**Phylum:** Chordata

**Class:** Mammalia

**Order:** Rodentia

**Family:** Caviidae

**Genus:** *Cavia*

**Species:** *porcellus*



Luna



Nova

## Some of the fun facts about guinea pigs:

- These animals are crepuscular, which means they tend to be most active around dawn and dusk.
- When excited guinea pigs may repeatedly perform little hops in the air, also known as "popcorning".
- Guinea pigs communicate through a series of squeaks, chirps and purrs.
- A female guinea pig is called a "sow" and a male is called a "boar".
- Guinea Pigs are born with teeth that are constantly growing throughout their lifetime
- Although they are called "Guinea Pigs", they are not closely related to pigs, but named for their short, robust body & piggy appearance. "Guinea" refers to Guyana, a country within their natural range.







# Upcoming Budget Items

- IB Business Management new curriculum → updated textbooks ordered with pre-order discount
- Student Self-Taught (SST) Language A
  - Buying student and library set of German language books approved by parent from the IB reading list.
- Stipends
  - IB CP Language Portfolio support & IB CP Reflective Project supervisors
    - Similar to IB DP Extended Essay coordinator and supervisors
  - German language tutor for SST
- Testing Desks
- Proctor Pay



# Upcoming Events

- **Theory of Knowledge Exhibition**
  - [Online now](#)
- **Senior/IB Art Show Reception**
  - April 20 - 6pm
  - Auditorium Lobby
- **AP Research Presentations**
  - Tentative dates April 14-21
- **IB DP and CP Family Meetings**
  - Tentative date April 19
- **AP & IB Exams**
  - April 28-May 20
  - [Calendar](#)
- **IB Career-related Program Authorization Visit**
  - Early June - date TBD





# THANK YOU

Do you have any questions?

[Alaina.Brown@Novik12.org](mailto:Alaina.Brown@Novik12.org)

Novi High school AP/IB Coordinator

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**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Consent Items

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

**CONSENT ITEMS**

- A. Approval of Minutes
  - a. Regular Meeting Minutes of February 17, 2022
  - b. Special Meeting Minutes of February 28, 2022
  
- B. Approval of Field Trip(s)
  - a. Novi Varsity Softball Tournament
  - b. 2022 MHSAA Winter Tournaments
  - c. First Robotics Competition Tournament
  - d. Winter Guard Indianapolis Competition
  - e. DECA International Career Development Conference
  - f. Novi Meadows Choir Cedar Point Trip

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the Consent Item(s) as presented.

**APPROVED AND RECOMMENDED  
FOR A REPORT TO THE BOARD**

  
\_\_\_\_\_  
Steve Matthews, Superintendent



**Minutes of a Regular Meeting, February 17, 2022  
Novi Community School District  
Board of Education**

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A Regular Meeting of the Board of Trustees of Novi Community School District was held on Thursday, February 17, 2022, beginning at 7:25 PM.

Present: Dr. Ruskin, Mr. Mena, Mr. Cook, and Mr. Smith  
(by Roll Call)

Absent: Mrs. Roney, Mrs. Murphy, and Mrs. Hood

**PLEDGE OF ALLEGIANCE**

Members of the audience joined with the Board in the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

It was moved by Mr. Smith and supported Mr. Mena that the Novi Board of Education approve the agenda as presented.

Ayes: 4 Dr. Ruskin, Mr. Mena, Mr. Cook, and Mr. Smith

Nays: 0

**MOTION CARRIED**

**PUBLIC HEARING – ESSER III**

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, reported that as part of the ESSER III application process, districts are required to survey their stakeholders and hold a public hearing for community input. He stated that the acronym ESSER stands for Elementary and Secondary School Emergency Relief and that this money is part of the American Rescue Plan.

Mr. McIntyre said that these monies can be used for reasonable and necessary operating expenses that promote equity and support returning students to the classroom in response to the COVID 19 pandemic. He mentioned that the initial application was submitted on December 15, but it is in a holding pattern until we get input from stakeholders.

Mr. McIntyre reported on December 15, 2021, the District sent out a survey to all of its' stakeholders, staff, students, parents, and community members. He stated the survey closed on February 14, 2021. Mr. McIntyre said that there was a cross-section of participants in the survey including 150 students, 795 parents/guardians, 16 community members, 2 administrators, 116 teachers, 48 support staff, and three (3) district level administrators, and some civil rights organizations. He presented the survey.

Mr. McIntyre reported that he was going to focus on the stakeholders' top priorities which are: 23.47 percent were concerned about addressing learning loss; 22.17 percent were concerned about addressing mental health; 23.23 percent were concerned about addressing emergency procedures; 18.56 percent were concerned about addressing instructional technology; and 15.55 percent were concerned about operations and maintenance. He stated that these were the highest ranked priorities by the stakeholders.

Mr. McIntyre said that the District has already captured the \$763,000 fund and that was part of the

2021-2022 Budget Amendment being presented tonight for Board consideration. He stated that the Public Forum being held tonight is required to gain more community input.

Dr. Ruskin, Board President, asked if anyone in attendance would like to comment, to please step up to the podium and comment as part of the District public record. Seeing none, Dr. Ruskin read the Board of Education statement.

#### BOARD OF EDUCATION STATEMENT

Dr. Danielle Ruskin, President of the Novi Board of Education, read the following statement:

The Oakland County Health Division has rescinded the mask mandate effective February 28. In the communication regarding the rescinded order, the Oakland County Health Department stated that the two-week notice provided local districts time to prepare and make the necessary district level decision.

The MDHHS has provided guidelines that masks are no longer required indoors and this includes in schools. After some discussion and collaboration, the Board of Education and the administration will not require masks in our District effective immediately.

In following the guidance, we will also support those who want to continue wearing masks. In essence, our District is now a mask optional District.

We understand that masks have created some controversy this year and we want everyone to respect the decision that each person makes.

Whether a person wears a mask or does not wear a mask is a personal decision. We respect the decision each one makes and continue to be a District where we support each other and the choices we all make.

#### COMMENTS FROM THE AUDIENCE RELATED TO AGENDA ITEMS

There were four (4) comments from the audience regarding the rescinding of the mask mandate.

#### CONSENT AGENDA ITEMS

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

#### **CONSENT ITEMS**

- A. Approval of Minutes
  - a. Regular Meeting Minutes of February 3, 2022
  - b. Closed Session Minutes of February 3, 2022
- B. Approval of Field Trip(s)
  - a. Novi Middle School Band, Choir, and Orchestra Trip to Sandusky, OH
- C. Approval of Donations

- a. District Support Groups Donations
- b. Anonymous Donation

It was moved by Mr. Cook and supported by Mr. Smith that the Novi Community Schools Board of Education approve the Consent Agenda Items A and B as presented and vote on the donations separately.

Ayes: 4 Dr. Ruskin, Mr. Mena, Mr. Cook, and Mr. Smith

Nays: 0

**MOTION CARRIED**

#### Approval of Donations

It was moved by Mr. Cook and supported by Mr. Smith that the Novi Community Schools Board of Education approve the donations both district-wide and anonymous in the amount of \$147,590.56 and 1,200 respectively, with thanks and gratitude.

Ayes: 4 Dr. Ruskin, Mr. Mena, Mr. Cook, and Mr. Smith

Nays: 0

**MOTION CARRIED**

#### ACTION ITEMS

##### Personnel Report

Gary Kinzer, Assistant Superintendent of Human Resources, presents for your consideration the following personnel changes:

#### **A. New Hires**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Julian, Kasey	OH	Music Teacher	New Hire	BA	02-18-22
Ector, Deonna	Adult Ed	ESL Teacher	New Hire	Hourly	02-21-22
DiMeglio, Darlene	TRAN	Perm. Sub Driver	Rehire	Hourly	02-18-22
Smith, Madison	PV	Special Ed Para	New Hire	Level B	02-18-22

#### **B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Kniaz, Sharon	MS	History Teacher	Retired	06-10-22
Evasic, Chelsea	ECEC	Community Ed Asst.	Resigned	02-25-22
Selvam, Preetha	DF	Special Ed Para	Position Chg.	02-04-22

#### **C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Graeser, Julia	NM	5 <sup>th</sup> Grade Teacher	LOA #1-Child Care	02-14-22 to 06-10-22

It was moved by Mr. Mena and supported by Mr. Cook that the Novi Community School District Board of Education adopts the personnel report recommendations as presented.

Ayes: 4 Dr. Ruskin, Mr. Mena, Mr. Cook, and Mr. Smith

Nays: 0

**MOTION CARRIED**

### MASB Board of Directors Election 2022

Every year in February the Novi Community School District Board of Education, as a member of the Michigan Association of School Boards (MASB), has the right to cast a ballot for a group director in the MASB Board of Directors Election. Regions are based on geography. Novi will be casting one (1) vote in Region 8, districts with pupil membership between 5,001 and 11,000.

In our **Region 8**, there are four (4) candidates running for one (1) seat.

#### **Region 8 (three-year term)**

- Melandie Hines – Wayne Westland Community Schools
- Darlene Pomponio (Incumbant) – Southgate Community Schools
- Angie Smith – Farmington Public Schools
- Michael Swiecki – Wyandotte Public Schools

The Novi Community Schools Board of Education is asked to approve tonight for whom they would like to decide to cast the vote for.

Voting takes place via online ballot. The district receives one ballot, which has been emailed to the Superintendent's Secretary. After a decision is made the secretary will cast the ballot for the Board. Ballot deadline is 1 p.m. on Wednesday, March 2, 2022.

It was moved by Mr. Mena and supported by Mr. Cook that the Novi Community Schools Board of Education's MASB Board of Directors Election ballot for **Region 8** be cast for Darlene Pomponio, candidate for a 3-year term and MASB Board of Directors Election ballot

Ayes: 4 Dr. Ruskin, Mr. Mena, Mr. Cook, and Mr. Smith

Nays: 0

**MOTION CARRIED**

### Approval of Politics Club Field Trip

Tonight, the Novi Community School District Board of Education formalizes the 2021 Superintendent evaluation. The Board met in closed session on January 6, 2022, at the request of Dr. Matthews, complying with the Open Meetings Act guidelines, to review his performance for 2021.

The Revised School Code requires school boards to evaluate their superintendent's job performance annually as part of a comprehensive performance evaluation system that takes into account student growth data and requires certain additional factors. The rating categories in the evaluation are as follows:

- Governance and board relations
- Community relation
- Staff relations
- Business and finance
- Instructional leadership
- Student growth
- Progress toward district-wide goals

At the evaluation meeting, the Board took no action but comes this evening to finalize the 2021 Superintendent evaluation.

It was moved by Mr. Smith and supported by Mr. Cook that the Novi Community School District

Board of Education approve the YMCA Michigan Youth in Government Trip to Lansing, Michigan, March 10-13, 2022.

Ayes: 4 Dr. Ruskin, Mr. Mena, Mr. Cook, and Mr. Smith

Nays: 0

### **MOTION CARRIED**

### **INFORMATION AND DISCUSSION**

#### **2021-2022 Budget Amendment**

On June 10, 2021, the Board of Education adopted the District's budget for the 2021-2022 fiscal year. An amendment to the budget reflecting all the changes known at this time has been prepared. It was presented to the Finance Committee on February 10, 2022 for review and is presented to the Board of Education tonight.

The 2021-2022 Budget Amendment is presented for information and discussion tonight and will come back to the Board for approval at the March 3, 2022, Board meeting.

#### **Physical Education Waiver**

The curriculum committee met several times to discuss offering Physical Education (PE) credit to students who meet the state graduation requirement for Physical education in the following ways:

- Complete a course that meets the PE requirement
- Complete a summer school course that meets the PE requirement
- Complete both years of IB Sports, Exercise & Health Science HL1/HL2
- Earn Credit through the PE Test Out scoring 80% or above
- Complete the PE waiver process listed below

#### **PE Waiver Process**

1. Students may qualify for the PE waiver in the following ways:
  - 2 seasons of a high school sport (Freshman, JV, Varsity, or Unified Sports)
  - 2 seasons of marching band
  - 2 credits of dance at Novi High School (Beginning Dance, Dance II, Dance III, or Dance IV)
2. The PE Waiver must be signed by the athletic director, marching band director, or dance program director after completion of the 2nd season/credit.
3. Students must submit the completed and signed PE waiver application form to the student services office prior to the end of their Junior year.
4. Any student who has not met the PE requirement through one of the means above will be scheduled into a PE course during their senior year.

\*Students who complete the PE waiver process will have this noted on their transcript. There is no additional credit awarded for the waiver and students who qualify for the PE waiver must still meet the minimum 22 credit requirement for graduation for Novi High School.

This is presented for information and discussion tonight and will come back to the Board for approval at the March 3, 2022, Board meeting.

### COMMENTS FROM THE AUDIENCE

There were four (4) comments from the audience this evening in support of the District's social emotional learning, Diversity, Equity, and Inclusion, social media, District policies on books, Social Justice, the District's curriculum, and great experiences in Novi schools.

### ACTING SUPERINTENDENT REPORT

Dr. RJ Webber, Acting Superintendent and Assistant Superintendent for Academic Services, reported that he met this week with the K-6 administrators and some central office folks to review the iReady data set from the winter of 2020 into the winter of 2022. He stated that our kids and our parents are amazing. Dr. Webber said that when you look at the data set, you can see absolutely no difference between the times before 2020, before the pandemic hit, and the winter of 2022. He mentioned that as a matter of fact, we improved in some of the metrics.

Dr. Webber thanked the parents in the room. He reported that for the students out there, this has not been easy, and that is an understatement for many. Dr. Webber thanked everyone for putting in the effort and believing that education really is that knowledge is power and knowledge is the light and to chase that.

Dr. Webber referred to a comment made during the ESSER presentation that he thought was really interesting. He stated that it was in regards to the three (3) areas that we would serve. Dr. Webber said the first two (2) were our Novi Adult Transition Center, where we serve students in this community up to the age of 26 and also the Career Prep Program, both housed at the ROAR Center. He mentioned that the reason those two (2) programs stuck out, and he wanted to make sure the community deeply understands this, is that those are the programs that many districts do not have or support to the level that we do.

Dr. Webber reported that he is exceptionally proud that our community school district has not turned their backs on those who need us the most, so thank you to past boards, the current board, and the community for believing in those things. He stated that if you have not had the chance to check out the ROAR Center, the NATC, or Career Prep, please do so because amazing things are going on there.

### ADMINISTRATIVE REPORTS

Mr. Greg McIntyre, Assistant Superintendent of Business and Operations, updated the Board on the Food Service RFP. He stated that it did go to the Michigan Department of Education and the District received a partial approval. Mr. McIntyre said that they dictate to us if the RFP meets readiness before it goes out. He mentioned that once we get a full approval, it will come before the Board for information and discussion and then again for approval.

Dr. Gary Kinzer, Assistant Superintendent of Human Resources, reported that the HR department, building principals, and directors are actively moving into the hiring season for the 2022-23 school year. He stated that we will begin that work with virtual career fairs that will be put on by Michigan State University, the University of Michigan, Eastern Michigan, and Western Michigan.

Dr. Kinzer said that we will have a team of administrators attending all of those virtual career fairs in the next six (6) weeks. He mentioned that it is our hope that we will be able to do some early hiring in some positions. Dr. Kinzer reported that they are aware that the hiring work will continue throughout the summer and likely into the next school year. He stated that they will do their best to get a jump start on this.



Dr. Kinzer stated that they have been working collaboratively with the Novi Education Association on the 2022-23 calendar. He said they are making great progress on that.

#### BOARD COMMUNICATION

Mr. Smith, Board Trustee, complimented Ms. Patel and Ms. Hoppenstedt. He stated that he had an opportunity this week to participate in an IEP re-evaluation to consider whether continuing along that path or perhaps segwaying into a 504 plan. Mr. Smith reported that he continues to be amazed at the level of professionalism and thoughtfulness and the care and love that team has. He said he believed there were six (6) people on the Zoom call and their preparedness and attention to detail was noticed and appreciated.

Mr. Smith mentioned that it is really cool that we have that many people in place whose intent and mission is to help our students get the support that they need to succeed and thrive, not just in their current year, but as they leave the school district and go out into the world. He reported that he was sure there are others in similar roles in different buildings. Mr. Smith expressed his gratitude to the team.

Mr. Smith complimented Dr. Ruskin for her professionalism and courage in reading the statement tonight. He stated that he appreciated those in the audience that passed on their comments. Mr. Smith mentioned that there were comments from people to the Board through emails who could not be here tonight. He said that he appreciates those in the audience, their tenacity and braving the elements.

Mr. Smith reminded everyone that he is an elected official and his duty is to represent those that elected him, to be their voice on this Board. He reported that he is one (1) of seven (7) elected to be here and represent and be that voice for those who put him in the chair, it is his duty. Mr. Smith stated that he was told he should be worried about his career. He said this is not his career, this is a volunteer position that he chose to run for.

Mr. Smith mentioned that he is humbled by the 6,500 people in Novi who thought he would be a good representative for them. He said that is why he sits here. Mr. Smith encouraged anybody who is not happy with the voice or the Board, then consider running for office. He stated that he does not want to put words in the mouths of his counterparts, but he is not aware of anyone at this table who is not in support of the statement that was read tonight.

Mr. Cook, Board Vice-President, read a heartfelt letter from a student that stated:

Recently, the Oakland County Health Department has been pressured into removing the mask mandate for Oakland County schools by parents and some students, after February 28. The District will be allowed to decide on mask mandates themselves.

For any district that chooses not to enforce this mandate, this will almost definitely cause a rise in COVID cases in their schools and will lead to many temporary closures. I am sure there are many reasons the parents do not want mask mandates in schools, but science has proven that masks do indeed help prevent the spread of COVID 19. Even if they are slightly uncomfortable, the positive outweighs the negative.

I am a high school student in Oakland County and am worried about the effect that removing masks will have. While masks may be uncomfortable for a while, you quickly get used to them. For those parents reading this who assume their child hates wearing masks, ask them about it. Yes, some may say they don't like wearing masks. Some will

say that they don't mind it and that masks help. After all, the kids are most affected by this decision, so they should have an input as well. If the mask mandate is removed, then there will be a rise in cases followed by possible school closures. Even for students who don't come down with COVID, co-learning would become more difficult.

Mr. Cook reported that this was written by his son shortly after he came down with COVID. He stated that he had to explain to his son that the decision the Board made, even going back to two (2) years ago when nobody would make a decision on when it was safe to go back to school, this Board pushed hard for metrics and to use metrics and measurements to get kids back in the classrooms. Mr. Cook said, masked or unmasked, whatever, we wanted kids in the classroom this year. He mentioned he explained to his son the Health Department of Oakland County took a stand, which is something that they had not in the past and we are listening to the health professionals.

Mr. Cook reported that in his household they agree to disagree and his son believes that he needs to wear a mask, so he will wear a mask and Mr. Cook is leaving it up to him because it is his choice. He stated that the health officials are saying you don't have to mandate masks anymore, but people can wear masks if they so choose. Mr. Cook said that is why he supports what the District has done and what the Board is doing.

Mr. Cook mentioned that agreeing to disagree is something we have not had in this community in a while. He reported that we have two (2) divisive sides and if you are not with them, you are against them. Mr. Cook stated that on this Board we have seven (7) people and we are each only one (1) seventh of what happens here. He said we all have different ideas; we all have different specialties; we all look at things differently and sometimes we agree to disagree because it is best for the community as a whole.

Mr. Cook said that this was actually a survey his son started and he was trying to get a hundred people to sign it, but he got 45. He mentioned that some of those are teachers and a lot of them are students. Mr. Cook asked, is there a student voice? He reported we are listening to the students, yes we are, but we are also listening to professionals and we are listening to parents. Mr. Cook stated that we had over a hundred communications and at times he could not keep up with them and they were on one side or the other. He asked the community, as we move forward, let's agree to disagree. Mr. Cook said you have a choice; you can wear your mask or you do not have to. He stated, do what is best for you.

Mr. Mena, Board Secretary, reported that he wanted to clarify that back when Oakland County made their mandates, he was extremely disappointed because, as mentioned at the time, everybody talks about local control and we were about to vote on deciding what we thought was best for our District and that decision was taken out of our hands. He stated that Novi does not have a mask mandate, that we were working under Oakland County's mandate, so just to clarify, this is a statement basically saying that we are going to follow the recommendation.

Mr. Mena said that at this point, in Oakland County, we do not have a mask mandate, so there is nothing for us to vote on, nothing for us to do or undo because we never got to make a decision for this District.

Mr. Mena mentioned that Mr. Cook has been helping him out quite a bit over the years, in fact he has been a great volunteer for athletics including assisting with the video scoreboard during the football season. He reported that Mr. Cook has been helping out with stats, track and field, play-by-plays for

basketball. Mr. Mena stated the guy is really good and has talent. He said that he does enjoy working with him. Mr. Mena mentioned that if ever any of his fellow trustees would like to come out and help. He reported that there are so many opportunities to volunteer for different things here in this District, so if any community member is listening and you have some spare time, we are looking for volunteers. Mr. Mena stated that we have to make sure we get HR clearance first.

Dr. Danielle Ruskin, Board President, reported that with regards to the statement and out of pure transparency, we have three (3) missing Board members, so she did not want anyone to assume that these four (4) people just came up with this idea or that it was their own opinion and was put on this paper. She stated that as President of the Board, she did not work unilaterally that she reached out to Board members who could not be here tonight to make sure that their voice was heard and that the statement being read on the entire Board's behalf represented something that they felt comfortable with.

Dr. Ruskin said there were a few important things in the statement. She mentioned that we know that masks have created some controversy this year, but she really wants people to focus on the choice. Dr. Ruskin reported that we are a small knit community and we have different thoughts on this and that is okay. She stated that the most important thing in here is being respectful.

Dr. Ruskin said this is extremely important and how it will be managed in the schools; how will this be addressed in the classrooms. She mentioned that she was certain that our administrative team will work directly with our building principles and make sure that we can all work through this as a school district. Dr. Ruskin reported that our schools will help them learn that we each have an opportunity for critical thinking and to look at the risks and the benefits and what choice we have to make based on the information that is being presented to us at the moment.

Dr. Ruskin offered some clarity on the conversation that were had both in closed sessions and Dr. Matthews, although he does not sit here in this chair, was an active participant with this cabinet and with all of us in the conversations that have been had over the last eight (8) weeks.

Dr. Ruskin reminded the Board that they received their building assignments recently for this semester and she encouraged them to get into the buildings and call the principal to see when they can come for a visit to see what our wonderful students are going.

Dr. Ruskin stated that tonight was a moving Board meeting and there were a lot of moving parts. She said there were a lot of things that have been going on in our community were brought up by public comment and that is the purpose for it, so that you can address the Board and can have your voice heard, whether you are a student voice; whether you are a parent voice; whether you are just a community member; whether you are like the gentleman who was here and said he was a newbie, but has been in the District longer than some of us have been alive.

Dr. Ruskin expressed her appreciation in hearing from you, whether you think we agree with you or disagree with you is absolutely irrelevant, your voice matters and this Board wants to hear from you.

#### ADJOURNMENT

It was moved by Mr. Cook and supported by Mr. Smith that the Novi Board of Education Regular Board meeting be adjourned.

Ayes: 4 Dr. Ruskin, Mr. Mena, Mr. Cook, and Mr. Smith

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 9:12 p.m. The next regular meeting of the Board is scheduled for March 3, 2022 at 7:00 p.m., at the Educational Services Building.

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Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: [novi.k12.mi.us](https://novi.k12.mi.us)



**SPECIAL SESSION MINUTES, FEBRUARY 28, 2022  
NOVI COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

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A Special Session Meeting of the Board of Trustees of Novi Community School District was held on Monday, February 28, beginning at 5:14 PM in the Educational Services Building.

Present: Dr. Ruskin, Mr. Cook, Mrs. Hood, and Mrs. Roney  
by Roll Call  
Absent: Mr. Mena, Mrs. Murphy, and Mr. Smith

**PLEDGE OF ALLEGIANCE**

Members of the audience joined with the Board in the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

It was moved by Mr. Cook and supported Mrs. Roney that the Novi Board of Education approve the agenda as presented.

Ayes: 4 Dr. Ruskin, Mrs. Hood, Mr. Cook, and Mrs. Roney

Nays: 0

**MOTION CARRIED**

**ACTION ITEMS**

**Personnel Report**

**A. New Hires**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Farmer, Douglas	HS	Counselor	New Hire	MA+30	03-14-22
Ziegelhofer, Morgan	K-4	Student Support Specialist	New Hire	MA+30	03-14-22
Charara, Latifa	Adult Ed	ESL Teacher	New Hire	Hourly	03-01-22

It was moved by Mrs. Hood and supported by Mr. Cook that the Novi Community School District Board of Education, in the best interest of the District, adopts the personnel report recommendations as presented.

Ayes: 4 Dr. Ruskin, Mrs. Hood, Mr. Cook, and Mrs. Roney

Nays: 0

**MOTION CARRIED**

**COMMENTS FROM THE AUDIENCE**

There were no comments from the audience this evening.

**ADJOURNMENT**

It was moved by Mr. Cook and supported by Mrs. Roney that the meeting be adjourned.

Ayes: 4 Dr. Ruskin, Mrs. Hood, Mr. Cook, and Mrs. Roney

Nays: 0

**MOTION CARRIED**

The meeting adjourned at 5:27 PM. The next regular meeting of the Board is scheduled for March 3, 2022 at 7:00 PM, at the Educational Services Building.

Submitted by:  
Mr. Willy Mena, Board of Education Secretary

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** Novi Varsity Softball Tournament

Coach Jim Carlisle is requesting that the Novi Varsity Softball team travel to Mt. Pleasant to attend and participate in the softball tournament. There will be 12 to 15 athletes traveling with parents to participate in this tournament. Athletes will be staying at the Super 8 Motel.

There will be no cost to the athletes for this trip. The tournament will take place at Mt. Pleasant High School where the athletes will play a minimum of three (3) games.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the Novi Varsity Softball Tournament trip to Mt. Pleasant May 6 through May 7, 2022.

**APPROVED AND RECOMMENDED  
FOR A REPORT TO THE BOARD**



\_\_\_\_\_  
Steve Matthews, Superintendent

BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

**Field Trip Title: Mt. Pleasant Tournament**

**Dates of Trip: May 6-7, 2022**

**Group: Varsity Softball**

**Sponsor: Coach Jim Carlisle**

**Summary: Athletes will be traveling to Mt. Pleasant for a softball tournament and athletes will need to be on the field by 8:30 necessitating an overnight stay.**

The attached Field Trip form has been reviewed and approved by:



Principal



Andrew Comb  
Assistant Principal



RJ Webber, Ed.D.  
Assistant Superintendent for  
Academic Services

## Overnight, Out of State or Out of Country Field Trip Request Form

Please refer to the Overnight Field Trip Rules and Responsibilities in the online Teacher Handbook, in the Field Trips section. Please observe these guidelines and use the health form and Emergency Treatment Authorization language from that document in your policies.

To apply for an overnight, out of state, or out of country field trip, please completely fill out this form and attach all required (**bolded**) documents before submitting the request to the Assistant Principal in charge of field trips. Note that first-time trips will require two School Board sessions for discussion and approval. Repeat trips require one School Board meeting. However, all paperwork must be fully completed **at least** a week before a School Board meeting.

The following bold items are required elements and should be attached to this form. The additional italicized items should be attached if available.

- **Trip Itinerary – departure and arrival times, special events/performances/competitions**
- **Criminal History Release Form– located online on the HR web site**
  - **Required for chaperones not employed by the district**
- **Parent Information Packet (what you distribute to parents describing the trip)**
- **Health Form & Emergency Treatment Authorization (collected and in possession of trip coordinator) – may be part of the Parent Information Packet**
- *Policies/Procedures/Rules provided by event or competition you plan to attend (if available)*
- *Rooming List (provided to Assistant Principal in charge of field trips before departure on trip)*
- *District Bus Field Trip Request form and map to destination, if school bus transportation will be used*
- *Guest Teacher Request (tan) for each teacher who will miss school time for the trip*

**The following are required if students will miss class time due to the trip:**

- Field Trip Permission Form ( collected by sponsor and returned to Attendance Office after the trip)
- List of students participating in the trip (must be provided to the Attendance Office before departure)

1. Title of Field Trip/Formal Name of the Activity or Event \_\_\_\_\_

Mt. Pleasant Tournament

2. Organization/Club/Course Name

Novi Varsity Softball

3. Field Trip Coordinator(s) – Staff Member(s)

Head Coach Jim Carlisle

4. Other Attending Chaperones:

Coach Catherine Marion, Coach Jesse VanRemortel, volunteer assistant coach Wendy Carlisle, volunteer parents (Amy Prahin

5. Have you coordinated this trip in previous years? If yes, when?

No

- If not, what is the most recent overnight trip you've coordinated? (*List group, date and trip destination*)

I have not coordinated a trip, but have attended an overnight overseas trip which my wife coordinated

- If you've never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience (required)? Wendy Carlisle (has led 8 trips overseas with students.)



6. Date(s) of Trip May 6-7 2022

○ Students will miss the following school dates: no missed school

7. Departure Time and Location: 4 pm from Novi HS (May 6)

8. Approximate Time Returning to NHS: 8 pm May 7

9. Field Trip Destination (City, State) Mt. Pleasant, Mi

10. Trip cost to the student: \$ 0

○ Items included in cost: \_\_\_\_\_

○ If not paid for by student, who is funding the trip? Novi Softball account

11. Transportation Details volunteer parent drives

12. Lodging name and contact number in emergency Super 8 Motel

13. Number of students attending 12-15 (tryouts have not happened so roster is not set)

14. Total number of chaperones 4

**For curricular trips, please complete #16-19.**

15. What is the class objective that ties into the proposed trip? \_\_\_\_\_

16. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

17. Why is the field trip the best way to achieve/reinforce the class objective?

18. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the experiences they learned on this field trip? \_\_\_\_\_

19. Tentative school bus confirmation made by \_\_\_\_\_ on \_\_\_\_\_ date

Teacher's/Applicant's Signature

Administrator's Signature

### **Field Trip Post - Summary Sheet: Overnight/Out of State/Out of Country**

Write a brief statement about the purpose and outcome of the event. Be sure to include the names of the student participants (unless there are too many to name individually such as band/choir), the outcome of any competition, highlights of the trip or event, and finally, recommendations to continue participating. This can be written below or typed on a separate sheet.

This trip is for a softball tournament in Mt. Pleasant Mi. This is about a 2-2.5 hour drive. Athletes need to be on the field by 8:30 am Saturday necessitating an overnight stay in Mt. Pleasant.

Softball tryouts have not happened yet, so a list of names cannot be provided at this time. Once the roster is complete, we will submit names.

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## FRIDAY MAY 6

- 3:30 pm Meet at Novi HS
- 4:00 pm depart Novi HS private cars - no students driving. Parent volunteers
- 6:00 pm arrive Super 8 Motel -

2323 S. Mission Street, Mt. Pleasant, MI 48858 989-546-5662

- 7:00 pm dinner
- 8:00 team bonding activity at hotel
- 10:00 bed check

## SATURDAY MAY 7

- 6:30 am wake up call
- 7:00 am breakfast at hotel
- 8:00 am departure for field - Mt. Pleasant HS 1155 S. Elizabeth St., Mt. Pleasant, MI
- 10:00 am games begin - 3 game guarantee
- Lunch time tbd - at Mt. Pleasant HS
- 6:00pm approx - depart Mt. Pleasant
- 8:00 pm approx - arrive Novi HS

Parents,

On May 7, the varsity team will be participating in a tournament hosted by and at Mt. Pleasant High School. We will be traveling from Novi HS on Friday May 6 and staying at the Super 8 Motel in Mt. Pleasant. The cost of the rooms is covered by our fundraising efforts.

We will have 3 guaranteed games on Saturday May 7 and will depart immediately upon finishing those games to return to Novi HS approximately around 8pm Saturday. Athletes will be assigned to rooms and are expected to abide by all school rules. Athletes will be in their rooms for the night by 10:00 pm on Friday.

All costs of food and lodging will be covered by our fundraising. If you would like to attend the tournament, please know that it is CMU's graduation weekend and rooms are getting sparse and somewhat pricey.

We are super excited to provide this opportunity to the girls.

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**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

March 3, 2022

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** Novi Winter 2022 MHSAA Tournaments (possible Overnight Field Trips)

Don Watchowski, Novi's Athletic Director, and the listed coaches are requesting approval for the attached MHSAA tournaments. Some of these dates have already passed. With our Winter Sports situation this school year, only the Boys Swim & Dive team will more than likely be qualifying for an overnight trip. However, the Athletic Department would like to update this document in future years so subsequent tournaments are included.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the MHSAA tournaments as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read "Steve Matthews", written over a horizontal line.

Steve Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

**Out of State/Overnight Field Trip Approval Form**

Novi Winter 2022 MHSAA Tournaments (possible Overnight Field Trips)

**Field Trip Title:** See below  
**Dates of Trip:** See below  
**Group:** See below  
**Sponsor:** Novi Athletic Department

**Summary:**

Novi Athletics would like to bring to your attention the prospective MHSAA state tournament dates and sites below for our Fall sports. If we continue to move on during tournament play, we may move forward with the overnight trips.

<b>Sport</b>	<b>Head Coach &amp; Asst. Coach/s</b>	<b>Regionals/ Semifinals Date/s</b>	<b>Regionals/ Semifinal Location</b>	<b>Finals Date/s</b>	<b>Finals Location</b>
Boys Basketball	Chris Housey	March 14/16	Local	March 26	Breslin Center East Lansing, MI
Girls Basketball	Kelsey Masserant	March 8/10	Local	March 19	Breslin Center East Lansing, MI
Competitive Cheer	Lauren Keller	Feb 26	Local	March 4-5	Delta Plex Grand Rapids, MI
Girls Gymnastics	Erin McWatt	March 5	Local	March 11-12	White Lake Lakeland HS
Swim & Dive-Boys	Brent Pohlonski Rebecca Berman	N/A	N/A	March 11-12	Holland Aquatics Holland, MI
Wrestling- Indiv.	Joel Smith	Feb 19	Local	March 4-5	Ford Field Detroit, MI
Wrestling – Team	Joel Smith	Feb 16	Local	Feb 25-26	Wings Event Center Kalamazoo, MI

The attached Field Trip form has been reviewed and approved by:



Principal



R.J. Webber, Ed.D.  
Assistant Superintendent for Academic Services

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

March 3, 2022

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** First Robotics Competition State Championship Tournament

The Novi High School Robotics Team plans to attend a qualifying competition in Kentwood Michigan from April 13, 2022 through April 16, 2022. Approximately 45 students will be traveling to attend the event with four (4) coaches and several mentors and parent chaperones.

This event is being held at Saginaw Valley State University. Chaperones will transport students to and from the hotel and competition site. The robotics team will cover all expenses with the exception of lunch and dinner. Students should plan to bring approximately \$50 to cover the cost of the meals. Students will miss two (2) days of school, Thursday and Friday, to attend this event.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the First Robotics Trip to Saginaw Valley State University from April 13, 2022 through April 16, 2022.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read "Steve Matthews", written over a horizontal line.

Steve Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

**Out of State/Overnight Field Trip Approval Form**

**Field Trip Title:** 2022 FIRST Robotics Competition Tournament

**Dates of Trip:** April 13, 2022 – April 16, 2022

**Group:** Novi High School FIRST Robotics Team


**Sponsors:** Tom Pospeshil

**Summary:** This is the FIRST Robotics Competition State Championship tournament that the Novi High School FIRST Robotics Team 503 (Frog Force) will compete in. Coach Tom Pospeshil has coordinated this trip in the past. The event is being held at Saginaw Valley State University's Ryder Center in University Center, MI. Approximately 45 students will be traveling by private car and a school bus to attend the event with four chaperones who have attended such trips in the past and have submitted background checks. Any additional chaperones will be submitting background checks and driver's information to NCSD. A partial team will travel by car after school on Wednesday with the remainder of the team joining on Thursday by bus. There will be a parent meeting to discuss all aspects of the trip. Permission slips will be gathered and questions and concerns addressed. All procedures will be clarified ahead of time and all NCSD policies will be followed. The robotics team covers all expenses with the exception of lunch and dinner. Students should plan to bring approximately \$50 per day to cover meals. Students will be missing school on April 14th and 15th. This competition is a tremendous opportunity for students to implement the technology they have worked so hard to create and Frog Force appreciates NCSD's continued support!


The attached Field Trip form has been reviewed and approved by:



Andrew Comb  
Assistant Principal



Nicole Carter  
Principal



R.J. Webber  
Assistant Superintendent  
of Academic Services



Date of Request (at least 6 weeks prior to trip): 2/14/2022

Date of Trip: 4/13-16/2022

**OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM**

Field Trip Coordinator: Tom Pospeshil Other Staff Members Attending: Anu Udupa

Have you coordinated this trip in previous years? YES NO If yes, when? April 2019

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

**\*\*It is required that one chaperone has previously coordinated an overnight trip\*\* ALL OUR CHAPERONES HAVE HELPED COORDINATE AND CHAPERONED THE 2019 TRIP**

**TRIP INFORMATION**

Title of Field Trip: **FIRST Robotics Competition Tournament** Organization/Club/Course Name: **Robotics**  
Date(s) of Trip: **Apr 13-16, 2022** School Days Missed (by students): **1 (partial after school 4/13, all will miss 4/14)**  
Field Trip  
Destination: **FRC Michigan State Championship** City/State: **University Center, MI 48710**  
Departure Time: **April 14, 9:30 AM** Departure Location: **NHS 10 Mile Parking lot**  
Arrival Time: **11:30 AM** Arrival Location: **Saginaw Valley State University 7400 Bay Rd. University Center, MI 48710**  
Cost per Student: **Apprx. \$50 daily (bkfast, lunch dinner, snacks, water...) Items included in cost: Food Registration fee, hotel paid by NHS Frog Force Robotics Team**  
Trip Funded By: **Team**

**TRANSPORTATION/LODGING**

Method of Transportation (circle): **School Bus** Charter Bus **Private Car** Walking Other

**\*Parents/mentors are driving partial team 4/13/22. All chaperones that are driving students, will be providing their driver's license and insurance information to NHS.**

**School Bus:** Tentative school bus confirmation made by \_\_\_\_\_ on \_\_\_\_\_  
name date

**Charter Bus:** Company **NA** Contact Number: \_\_\_\_\_

**Private Car:** Please complete the **Volunteer Background Authorization Form** for each driver and submit with field trip request. A copy of each driver's license, insurance and registration will also be required.

**Lodging name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

Number of students attending: **TBD, approx. 40-45** Number of Chaperones: **4 minimum**

Cost Per Student: **\$50 for food daily** Funded By (circle) **Student** Other: Note: Registration cost and hotel paid for by NHS Frog Force Robotics team

**CURRICULUM**

**Complete the following questions if the trip is curricular.**

1. What are the class objectives that tie into the proposed trip?

\_\_\_\_\_ NA \_\_\_\_\_

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

\_\_\_\_\_ NA \_\_\_\_\_

3. Why is the field trip the best way to achieve/reinforce the class objectives?

\_\_\_\_\_ NA \_\_\_\_\_

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the experiences they had on this trip?

\_\_\_\_\_ NA \_\_\_\_\_

### CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request.

**Names of Chaperones: Tom Pospeshil, Anu Udupa, Chris Huang, Janelle Moore. All have already submitted background check with the district and National background with FIRST. All of these chaperones have attended overnight trips for the past 4 years, and executed the procedures required for staying overnight as NHS team/club.**

\_\_\_\_\_

Teacher's Signature

  
\_\_\_\_\_

Assistant Principal's Signature

### Summary of Trip to Present to the Board of Education for Approval:

\_\_\_\_\_

This is the FIRST Robotics Competition State Championship tournament that NHS Robotics Team 503, Frog Force, will compete in. With this tournament being an overnigher, a small travel team will attend. Chaperones will drive partial team (approx. 10 students) Wednesday after school, with the rest of the team joining on Thursday by bus. Chaperones who have not yet submitted a background check and all their driver's information to NCSD will do so. Once the travel team is selected, there will be a parent meeting to discuss every aspect. All permissions slips will be gathered and any questions/concerns addressed. Procedure/protocol will be as set before and of course per the NCSD policies. Frog Force truly appreciates NCSD continued support. The Team attends this same competition every year since 2009, and the chaperones and drivers attending have done so for at least 4 years.

If you have any questions, please feel free to contact Tom Pospeshil at cell: 1(248)767-1306  
email: tpospeshil@frogfroce503.org

\_\_\_\_\_

**\*\*Please consult the field trip checklist to ensure you have submitted all appropriate forms\*\***

NHS Robotics Agenda for FIRST Robotics Competition State Championship Tournament  
**April 13 -16, 2022**

*Wednesday, April 13th*

2:15 pm – Drive team/pit crew and chaperone drivers meet at NHS 10 Mile parking lot  
2:20 pm - Depart NHS  
4:00 pm – Arrive at Saginaw Valley State University, 7400 Bay Rd, University Center, MI 48710  
9:00 pm – Pits close, leave venue in chaperone vehicles  
9:20 pm – Arrive at Hotel and check in - Quality Inn & Suites, 4105 East Wilder Road, Bay City, MI (989)667-7050  
10:30 pm - Room check/light outs out

*Thursday, April 14th*

7:10 am – Drive team/pit crew breakfast  
7:40 am – Leave hotel  
8:00 am – Pits open, arrive at venue  
9:20 am – Remaining students meet at NHS 10 Mile parking lot  
9:30 am – Bus departs NHS  
11:30 am – Bus arrives at hotel. Students drop luggage and then go to Saginaw Valley State University. After this, all students are together.  
12:00 pm – Lunch begins  
8:00 pm – Pits close\*\*, depart for hotel  
8:30 pm – Team dinner at hotel  
10:30 pm - Room check/light outs out

*Friday, April 15th*

7:00 am – Team breakfast  
7:30 am - Leave hotel in chaperone vehicles  
8:00 am – Pits open, arrive at venue  
1:00 pm – Lunch begins  
8:30 pm - Pits close\*\*, leave venue  
8:30 pm – Team dinner at hotel  
10:30 pm - Room check/light outs out

*Saturday, March 16th*

7:00 am – Team breakfast  
7:30 am - Leave hotel in chaperone vehicles  
8:00 am – Pits open, arrive at venue  
1:00 pm – Lunch begins  
8:30 pm - Pits close\*\*, leave venue  
8:30 pm – Team dinner at hotel  
10:30 pm - Room check/light outs out  
6:00 pm - Pits close\*\*  
7:00 pm – Bus departs for Novi  
7:15 pm - Stop for dinner, fast food  
10:00 pm - Arrive NHS 10 Mile parking lot

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** Winter Guard WGI Indianapolis Area Competition 2022

Matthew Diroff, Novi High School music teacher and Winter Guard Sponsor, is requesting that members of the Novi Winter Guard Varsity team compete in the Winter Guard International regionals held in Greenfield, Indiana. 17 students will travel with their respective parents/guardians to the competition and will stay at the Fairfield Inn and Suites.

The cost to students will be \$150 to cover the cost of lodging, two (2) meals, and competition fees. Student will not miss any school for this competition.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the Winter Guard WGI Indianapolis Area Competition 2022 to Greenfield, Indiana from March 18, 2022 through March 20, 2022.

**APPROVED AND RECOMMENDED  
FOR A REPORT TO THE BOARD**

A handwritten signature in black ink, appearing to read "Steve Matthews", written over a horizontal line.

**Steve Matthews, Superintendent**

## Out of State/Overnight Field Trip Approval Form

**Field Trip:** Winterguard WGI Indianapolis Area Competition 2022 – Greenfield, IN

**Dates of Trip:** March 18-20, 2022

**Groups:** NHS Winterguard

**Sponsor:** Matthew Diroff

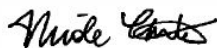
**Summary:** Members of the Novi Winter Guard's Varsity team are planning to compete at the Winter Guard International Regionals that will be held in Greenfield, IN. Students will be charged \$150.00 to cover the cost of lodging, two meals and competition fees. The group of 17 students will travel with their respective parents/guardians to the competition and will be staying with their parents and chaperones at the Fairfield Inn and Suites Indianapolis Greenfield, IN. The trip will be supervised by Matthew Diroff, band director, Adam Ronning, assistant band director, and color guard director, Lela Neal. Five additional chaperones will assist and have been previously authorized through background checks submitted for marching band. The team performs in the preliminary round of competition on March 19 and, if qualified, will perform on March 20. If the team does not qualify for finals, they will watch the finals performance. This trip will occur over the weekend so students will not miss any school. The trip will end the morning of March 20, at which time parents will transport students home. The team hopes to have your support to compete at this exciting level of competition.

The attached Field Trip form has been reviewed and approved by:



Andrew Comb

Assistant Principal



Nicole Carter

Principal



RJ Webber

Assistant Superintendent for

Academic Services

2/17/22

3/18/22-3/20/22

Date of Request (12 weeks prior to trip)

Date of Trip

**OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM**Field Trip Coordinator: Matthew DiroffOther Staff Members Attending: Lela Neal

Have you coordinated this trip in previous years?: YES

**NO**

If yes, when? \_\_\_\_\_

◊ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

2022 - Chicago Winter Guard Trip, 2018 - Wayne Memorial HS Percussion - WGI World Championships - Dayton, OH

◊ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

In addition to my trip experience, Lela Neal has also participated in a similar trip - Novi - 2019.**\*\*It is required that one chaperone has previously coordinated an overnight trip\*\*****TRIP INFORMATION**

Title of Field Trip: Winterguard WGI Indianapolis Area Competition Organization/Club/Course Name: Winter Guard

Date(s) of Trip: 03/18/22 - 03/20/22 School Days Missed (by students): None missed

Field Trip Destination: Greenfield Central High School City/State: Greenfield, IN

Departure Time: 4:00 pm Departure Location: Novi High School Band Room

Arrival Time: 8:30 pm Arrival Location: Greenfield Central High School

Cost per Student: \$150 Items included in cost: Lodging, two meals, competition entry

Trip Funded By: Novi Band Boosters + Activity Fees

Please indicate which account number will be used to pay for:

Transportation: Account # N/A Guest Teacher(s): Account # N/A Trip Cost: Account # N/A**TRANSPORTATION/LODGING**Method of Transportation (circle): School Bus Charter Bus **Private Car** Walking OtherSchool Bus: Tentative school bus confirmation made by \_\_\_\_\_ on \_\_\_\_\_  
name dateCharter Bus: Company N/A Contact #: \_\_\_\_\_

Private Car: Please complete the Volunteer Background Authorization Form for each driver and submit with field trip request. A copy of each driver's license, insurance and registration will also be required.

Fairfield Inn & Suite - Indy - Greenfield 2253 William Wy, Greenfield, IN 46140 (317) 318-6006

Lodging name: \_\_\_\_\_ Address: \_\_\_\_\_ Contact #: \_\_\_\_\_

Number of students attending: 17 Number of Chaperones: 5Cost Per Student: \$150 Funded By (circle): **Student** Other: Novi Band Boosters

### CURRICULUM

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

To provide students with an advanced opportunity to perform at a midwest regional event.

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

Winter guard rehearsals lead to the performance at the Regional in Frankfort.

3. Why is the field trip the best way to achieve/reinforce the class objectives?

The Regional opportunity is a natural progression for winter guards at the performance level Novi has achieved.

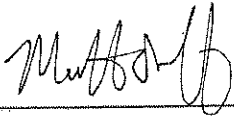
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the experiences they learned on this trip?

We will conduct post-trip meetings with parents and students to further enhance future trip opportunities.


### CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request.

Names of Chaperones: Julie Argonis, Michelle Tarkanyi, Ryan Crockett, Shannon Coward, Kim McKnight - all previously authorized via background checks submitted for marching band.



Teacher's Signature



Assistant Principal's Signature

Summary of Trip to Present to the Board of Education for Approval:

Please construct a paragraph that summarizes your trip

Members of the Novi Varsity Winter Guard team are planning to compete at the Winter Guard International Regionals that will be held in Greenfield, IN. Students will be charged \$150.00 to cover the cost of lodging, two meals, and competition fees. The group of 17 students will travel with their respective parents/guardians to the competition and will be staying with their parents, in addition to being supervised by Matthew Diroff, band director, Adam Ronning assistant band director, and color guard director, Lela Neal. The team performs in the preliminary round of competition on March 19 and, if qualified, will perform on March 20. If the team does not qualify for Finals, they will watch Finals. The competition will not impact student attendance at school and there will be opportunities for students to do homework while in Indiana. The trip will officially end on the morning of March 20, at which time parents will transport students back to Novi. The team hopes to have your support to compete at this exciting level of competition.

**\*\*Please consult the field trip checklist to ensure you have submitted all appropriate forms\***

# **2022 NOVI HIGH SCHOOL**



## **VARSITY WINTER GUARD TRIP TO**

**Greenfield, IN  
3/18 – 3/20, 2022**

**Details/Intinerary/Student and Parent Responsibilities**



# PRE-TRIP DETAILS

1. Student/Parent Trip Meeting - 6 p.m. - 3/16/22
2. Performance Dates and Times - 3/19, 3/20 (if qualified)
  - Transportation is via parent drivers.
3. Chaperone Forms, Proof of Insurance and Background Checks
  - All Chaperones have approved Volunteer Background Checks.
  - Parent Drivers of students other than their own will submit copies of license, registration, and proof of insurance on March 16th.
4. Lodging/Meals - Fairfield Inn & Suite - Indy - Greenfield, 2253 William Wy, Greenfield, IN 46140, (317) 318-6006
  - Team members are staying with their own parents or in rooms of 2-3 students.
  - Meals while in Illinois, unless provided by the hotel, are the responsibility of the student/parent and will be coordinated so that we're able to go as a team.
5. Responsibilities: Team members are representing Novi High School and will conduct themselves with appropriate behavior at all times, including while at performances and hotels. Please see attached NCSD Overnight Student/Chaperone Trip Responsibilities
6. Additional Covid-related Guidelines/Responsibilities:
  - Masks will be required for all indoor activities, with the exception of performances. Students/parents/instructors will provide their own masks.
  - All trip participants, including chaperones and drivers, will be required to be tested and to test negative just prior to the trip by district nurse, Cathy Farris, on the day of the trip.
  - Any student/chaperone who tests positive for Covid will not make the trip.
  - Exception: participants who have recovered within 90 days of departure...must provide documentation of recovery (proof of their positive test and a letter from a healthcare provider or a public health official stating that they are cleared to travel).
  - If on the trip, a participant exhibits symptoms of Covid-19, a parent/guardian will be responsible for driving to pick them up ASAP.
7. Medical Forms/Medications:
  - Medical forms for all students are on file and will be taken on the trip.
  - All medication policies for NCSD, as stated on forms, will be adhered to.
8. Field Trip Permission/Policy Understanding Form:
  - Students/Parents must fill out this Permission Slip/Policy Understanding Form by March 2, 2022.
  - Parents must also sign the NCSD Field Trip Understanding Form and turn in by March 16, 2022.

## EXPECTED TRIP ITINERARY

Covid testing at Novi HS w/Mrs. Farris to be done Thursday, March 17th.

### Friday, March 18th

4 p.m.	Depart from Novi HS for Greenfield, IN Eat dinner on the way
8:15 p.m.	Arrive at Indianapolis rehearsal site
8:30 - 9:30 p.m.	Rehearsal at Indianapolis rehearsal site
9:45 p.m.	Leave for hotel Fairfield Inn & Suites by Marriott Indianapolis-Greenfield 2253 William Wy, Greenfield, IN 46140 - (317) 318-6006
10pm	Check-In Hotel, Shower, Snack
11:30 p.m.	Lights Out

### Saturday, March 19th

7:30-9:30 a.m.	Breakfast (specific time/location TBA)
9:30 a.m.	Travel to Greenfield HS 810 North Broadway Street Greenfield IN 46140
10 a.m.	Competition Begins
11 a.m. - 3 p.m. approx.	Prelims performance (specific time TBA) Finals announcement happens, we will find out if we make finals.
3 p.m.	Lunch at arena or local restaurant, relax, watch shows
7 p.m.	Tentative finals start - perform/watch/dinner at arena (times TBA) Warren Central High School 9500 East 16th Street Indianapolis IN 46229
11 p.m.	Competition concludes
11:30 p.m.	Travel back to hotel
11:50 a.m.	Report to rooms, shower, snack, lights out.

### Sunday, March 20th

7:30-9:30 a.m.	Breakfast (specific time/location TBA)
10 a.m.	Team meeting at the hotel, Recap, Load, Pack, Checkout
11 a.m.	Depart hotel and head back to Novi, MI, lunch on own.
5:30pm	Arrive at Novi High school. Check out w/Lela. Parents pick up students at this time.
5:30 p.m.	Head home!

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

March 3, 2022

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** DECA International Career Development Conference

Jody Forster, teacher at the Novi High School and DECA sponsor, is requesting an overnight field trip to the DECA International Career Development Conference, being held in Atlanta, Georgia. Jodi Forster, Rob Armstrong, and Sarah Lephart will accompany approximately 250 students to the conference.

Student will have the opportunity to practice their marketing skills and compete against other students from around the nation. There will be many opportunities to learn and practice marketing, merchandising, and management skills. Student will be responsible for registration fees, hotel accommodations, tour activities, airfare, and transfers. Students will miss three (3) days of class from April 25 through April 27.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the DECA International Career Development Conference to Atlanta, Georgia from April 25, 2022 through April 27, 2022.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**



Steve Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN**

**Out of State/Overnight Field Trip Approval Form**

**Field Trip:** DECA International Career Development Conference - Atlanta, GA

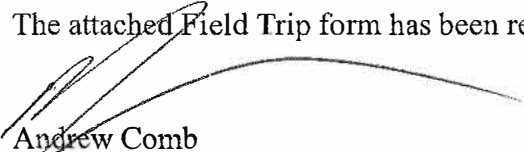
**Dates of Trip:** April 23, 2022 - April 27, 2022

**Groups:** Members of Novi High School's DECA Program

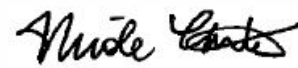
**Sponsor:** Jodi Forster

**Summary:** This is an overnight trip to the DECA International International Career Development Conference, held this year in Atlanta, GA. Jodi Forster, a teacher in the business department and DECA sponsor hopes to lead a delegation of approximately 250 Novi with teacher Rob Armstrong and counselor Sarah Lephart. Ms. Forster has led this trip for twenty years. Students will have the opportunity to practice their marketing skills and compete against other students from around the nation. Ms. Forster has arranged for the DECA chapter to help offset individual costs to students. The DECA team plans to spend four nights at the competition. The itinerary involves many opportunities for students to learn and practice the marketing, merchandising, and management skills they have learned about in class and through the DECA program. Students will be responsible for paying fees to cover registration, hotel accommodations, tour activities, airfare, and transfers. Ms. Forster is waiting on further details from MI DECA in order to finalize costs, airfare, departure dates, and lodging. Students miss class from April 25 through April 27. Students will be staying in their hotel rooms separated by gender. A rooming list will be provided by Ms. Forster upon approval of the trip.

The attached Field Trip form has been reviewed and approved by:



Andrew Comb  
Assistant Principal



Nicole Carter  
Principal



RJ Webber  
Superintendent for Academic Services

Feb. 16, 2022

April 23-27, 2022

Date of Request (12 weeks prior to trip)

Date of Trip

**OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM**

Field Trip Coordinator: Adi Forster Other Staff Members Attending: Rob Armstrong, Sarah Lephart

Have you coordinated this trip in previous years?: YES NO If yes, when? 20 years

◊ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◊ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

**\*\*It is required that one chaperone has previously coordinated an overnight trip\*\***

**TRIP INFORMATION**

Title of Field Trip: International Career Development Conference Organization/Club/Course Name: DECA  
Date(s) of Trip: April 23-27 School Days Missed (by students): 3 Days  
Field Trip Destination: Atlanta City/State: Georgia  
Departure Time: TBD Departure Location: TBD Novi /DTW  
Arrival Time: TBD Arrival Location: Atlanta ATL  
Cost per Student: TBD Items included in cost: See Form Please!

Trip Funded By: Student and Novi DECA Registration, Tour Activities, (Possibly Flight)

Please indicate which account number will be used to pay for:

Transportation: Account # \_\_\_\_\_ Guest Teacher(s): Account # \_\_\_\_\_ Trip Cost: Account # \_\_\_\_\_

**TRANSPORTATION/LODGING**

Method of Transportation (circle): School Bus Charter Bus Private Car Walking Other Flight

School Bus: Tentative school bus confirmation made by \_\_\_\_\_ on \_\_\_\_\_  
name date

Charter Bus: Company \_\_\_\_\_ Contact #: \_\_\_\_\_

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with field trip request. A copy of each driver's license, insurance and registration will also be required.

Lodging name: TBD Address: Atlanta Contact #: \_\_\_\_\_

Number of students attending: 50 Number of Chaperones: 5

Cost Per Student: TBD Funded By (circle): Student Other: \_\_\_\_\_

### CURRICULUM

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

DECA ICDC

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

3. Why is the field trip the best way to achieve/reinforce the class objectives?

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the experiences they learned on this trip?

### CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request.

Names of Chaperones:

Bob Forster Rob Armstrong  
Sarah Lephant Barb Chyt Deb Harris

Bob Forster

Teacher's Signature

[Signature]

Assistant Principal's Signature

Summary of Trip to Present to the Board of Education for Approval:

Please construct a paragraph that summarizes your trip

**\*\*Please consult the field trip checklist to ensure you have submitted all appropriate forms\***

# **DECA**

**International Career Development Conference  
Atlanta, GA  
April 23-27, 2022**



# Novi Community School District

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## Novi High School

24062 Taft Road, Novi, MI 48375 (248) 449-1500 Fax (248) 449-1519

Dear Parents:

Congratulations, your son or daughter has recently qualified for the DECA International Career Development Conference held April 23-April 27, 2022, 2022 in Atlanta, GA. This is an amazing accomplishment. At this competition, your son/daughter will be offered a chance to further test his/her knowledge of business through testing and role-play simulations.

The cost for the conference is approximately \$\_\_\_\_\_ per student. This cost covers: registration, hotel accommodations, tour activities, and **airfare?**. The DECA chapter is able to cover approximately \$\_\_\_\_\_ per student. Therefore, it is the responsibility of each student to cover \$\_\_\_\_\_ which is due on March 14, 2022. Please be aware that if for whatever reason your student does not attend the conference after making the commitment, \$\_\_\_\_\_ will need to be reimbursed to Novi Community Schools by yourself and your child.

DECA is a student organization operating throughout our nation's schools to attract individuals to careers in marketing, merchandising and management. DECA is further distinguished because it helps students learn leadership characteristics, understand our free enterprise system and develop positive human relation skills.

I look forward to working with your child and let me thank you in advance for your support. Please remember that you and your competitor have previously agreed to the rules and regulations, emergency release forms, and other general information. However, an overview of the forms are included. **These forms need to be completed and returned to Mrs. Forster along with a check written to Novi Community Schools for \$\_\_\_\_\_ by Monday March 14, 2022**

Should you have any questions, please call me at (248) 449-1500.

Sincerely,

Jodi Forster  
IB Business Management Teacher  
DECA Advisor



## **Code of Conduct**

As a member of Novi DECA you are required to adhere to the DECA Code of Conduct, MI DECA Code of Conduct, and the NOVI Code of Conduct. PLEASE revisit the MI DECA Website and DECA Website to read thoroughly the required expectations that you signed and agreed to at the beginning of the school year.

### **Novi DECA Code of Conduct**

While the chaperones cannot be held responsible for the actions of your son or daughter, we will do our best to enforce the attached rules and any rules you would like your son or daughter to follow. Minor violations of the rules will result in loss of privileges connected with the trip (i.e. confined to hotel room during free time, etc.). Major violations, such as the use of drugs, alcohol, smoking, vaping, not attending conference activities, or refusal to cooperate with chaperones, will result in your son/daughter being sent home at your expense.

**Student:** I understand that if I am in violation of the DECA Code of Conduct, Michigan DECA Code of Conduct or rules dictated by NOVI DECA, I am subject to (but not limited to) the following consequences: disqualification from the DECA competition, suspension from school 5-10 days, disqualification of my partner (s) from DECA competition, dismissal from extra-curricular activities, notification to colleges of suspension, and/or banned from attending prom, graduation, and other school related activities. I understand that I will also face legal ramifications from the local police and/or the Novi Police Department. I am aware that my advisors and security have the right to search my belongings and/or hotel room at any time, whether I am present or not. I also understand that willful companionship means that if I am in the company of DECA Members/Students who are violating the policies and if I do not report it, I will be subject to similar consequences.

*I understand that if I demonstrate behavior that is unbecoming of a DECA member at any time during the competition, any time on social media, any time outside of the competition such as during a normal school day, at Novi sporting and/or social events, etc., I will be subject to the same consequences listed above.*

**Guardian:** I understand that if my child is found in violation of the DECA Code of Conduct, MI DECA Code of Conduct or policies dictated by Novi DECA they will face the consequences listed above. I also understand that if my child is in violation of any policy they will be sent home at my expense. I understand that my child will no longer be a Novi DECA member if the policies are not followed. I understand that my child will not be accompanied by an adult at all times during this trip. Please note: our Advisor team is available and excited to assist your student. Safety first!

### **Pre-Trip Information**

1. All luggage must be labeled with your name and Novi High School.
2. Carry photo identification with you at all times.
3. Make sure you have professional business attire clothing for four days. DECA blazer must be worn during actual competition and will be YOUR responsibility to pack and bring them to the conference. If a blazer is lost or not returned to Novi DECA, you will pay the expense to replace the blazer.
4. Pack casual clothing only to be worn at designated times when professional dress is not necessary.
5. Remember to bring pencils and a four-function calculator.
6. Pack toiletries as needed for five days.
7. Bring money for spending and all meals for five days.

### **Trip Information**

1. No Smoking, No vaping, No drugs, including alcoholic beverages.
2. No excuse will be acceptable for entering the room of the opposite sex.
3. Daily schedule and curfew must be obeyed.
4. Students may not leave the hotel area at any time with anyone other than our own group at authorized times.
5. You must communicate with the chaperones and DECA Officers as to your whereabouts at all times.
6. Each student must attend all group activities; Opening Session, Awards Sessions, Meals, etc. We will meet as a group before each session and go together.
7. Students must follow ALL directives given by Mrs. Forster and any other chaperone or advisor at the conference.
8. Nametags must be worn at all times.
9. No Visitors at ANYTIME.
10. You must be at the hotel, the competition location, or at the activities sanctioned by ICDC Only.
11. You must only use transportation sanctioned by ICDC. NO UBER, NO LYFT, NO TAXI, etc.
12. There is no excuse to be late to anything. Do not be late.

### **Hotel Information**

1. At curfew, you are to be in your room. No one is to enter your room after curfew except your chaperone. YOU MUST STAY IN THE ROOM ASSIGNED TO YOU! You may not leave your room after curfew. If you have an emergency, contact a chaperone by phone.
  2. Out of courtesy for other guests, do not run in the hallways or talk in loud voices, etc.
  3. Other than chaperones and security, only NOVI DECA members of the same gender can be in your room.
  4. At the posted curfew, you are to admit a chaperone to your room. Otherwise, keep doors locked at all times.
  5. Keep rooms neat and do not take anything from the room!
- Hotel Information-TBD by MICHIGAN DECA by March 13

### **Flight Information**

Flight information TBD



DECA Prepares Emerging Leaders and Entrepreneurs in Marketing, Finance, Hospitality and Management

## International Career Development Conference Registration

### NOVI HIGH SCHOOL

Competitor's Name \_\_\_\_\_ Event Code \_\_\_\_\_

- **Date of DECA International Career Development Conference** April 23-April 27, 2022
- **Who:** 19,000 DECA Competitors, Judges Chaperones, Advisors, etc. from all over the world
- **Where:** Atlanta, GA
- **Dress Code:** CONSERVATIVE PROFESSIONAL BUSINESS ATTIRE –Follow ICDC DECA Dress Code
- **ICDC Competition Cost:** \$ \_\_\_\_\_ paid by the student, \_\_\_\_\_ paid by Novi DECA

I will attend the ICDC DECA Competition April 23-April 27, 2022. I understand that if for whatever reason I do not attend the competition, I will not be reimbursed for the \$ \_\_\_\_\_ and I will pay the chapter an additional \$ \_\_\_\_\_. I understand that my attendance is mandatory at all events during the competition. I have read, understand and will adhere to the DECA Code of Conduct, Michigan DECA Code of Conduct and the Novi DECA Code of Conduct.

\*Please note: you have previously agreed to, signed, and submitted the DECA Code of Conduct, Michigan DECA Code of Conduct/Medical Treatment Authorization form and NOVI Medical Authorization forms and Novi Code of Conduct at the beginning of the school year. These forms are valid and same rules apply for the DECA ICDC, as well. Please let me know if any medical information has changed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

Signed forms and money returned to Mrs. Forster by March 14, 2022.

#### Miscellaneous Student Information

Student cell phone # \_\_\_\_\_

Name and number to call in an emergency \_\_\_\_\_

T-shirt size \_\_\_\_\_

Blazer size \_\_\_\_\_

Graduation year \_\_\_\_\_

Marketing/IB Business class enrolled in this year \_\_\_\_\_

#### **CHECKLIST**

- \_\_\_\_\_ Signed forms to Mrs. Forster by March 14
- \_\_\_\_\_ \$ \_\_\_\_\_ Check to Mrs. Forster by March 14
- \_\_\_\_\_ Select a NOVI owned DECA blazer on March 14
- \_\_\_\_\_ All scheduling conflicts have been addressed
- \_\_\_\_\_ Medical forms have been updated (if anything has changed since originally submitted in September)

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC:** Novi Meadows Sandusky, Ohio Choir Trip, Saturday, May 21, 2022

Ainsley Lengerich, Novi Meadows teacher, is requesting that the Novi Meadows choir club travel to Sandusky, Ohio on Saturday, May 21, 2022. While in Sandusky, the students will perform before judges at Sandusky High School and then go to Cedar Point.

Students will travel by Blue Lakes Charters (the same company used in the past) and leave Novi Meadows on Saturday, May 21, 2022. They will perform from 9:00 – 10:00 a.m., with lunch and rides to follow. Approximately 100-115 students and 100 chaperones will be attending. The students will return to the Novi Meadows at 10:00 p.m. The cost per student is \$70.00 to \$100.00 which includes the motor coach bus, park ticket and lunch and dinner voucher. This has been an annual trip for the choir since 2013.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education approve the Novi Meadows Sandusky, Ohio Choir Trip on Saturday, May 21, 2022.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read "Steve Matthews", is written over a horizontal line.

Steve Matthews, Superintendent

2.24.22

Date of application (at least 6 weeks prior to trip)

## Novi Meadows Elementary Overnight, Out of State or Out of Country Field Trip Request Form

Please refer to the Overnight Field Trip Rules and Responsibilities in the online Teacher Handbook, in the Field Trips section. Please observe these guidelines and use the health form and Emergency Treatment Authorization language from that document in your policies.

To apply for an overnight, out of state, or out of country field trip, please completely fill out this form and attach all required (**bolded**) documents before submitting the request to the Assistant Principal in charge of field trips. Note that first-time trips will require two School Board sessions for discussion and approval. Repeat trips require one School Board meeting. However, all paperwork must be fully completed **at least** a week before a School Board meeting.

The following bold items are required elements and should be attached to this form. The additional italicized items should be attached if available.

- o **Trip Itinerary – departure and arrival times, special events/performances/competitions**
- o **Criminal History Release Form**– located online on the HR web site
  - **Required for chaperones not employed by the district**
- o **Parent Information Packet (what you distribute to parents describing the trip)**
- o **Health Form & Emergency Treatment Authorization (collected and in possession of trip coordinator) – may be part of the Parent Information Packet**
- o *Policies/Procedures/Rules provided by event or competition you plan to attend (if available)*
- o *Rooming List (provided to Assistant Principal in charge of field trips before departure on trip)*
- o *District Bus Field Trip Request form and map to destination, if school bus transportation will be used*
- o *Guest Teacher Request (tan) for each teacher who will miss school time for the trip*

The following are required if students will miss class time due to the trip:

- o Field Trip Permission Form ( collected by sponsor and returned to Attendance Office after the trip)
- o List of students participating in the trip (must be provided to the Attendance Office before departure)

1. Title of Field Trip/Formal Name of the Activity or Event Novi Meadows Choir Club + Orchestra Chamber Club Cedar Point Trip
2. Organization/Club/Course Name NM Choir Cats + Chamber Club
3. Field Trip Coordinator(s) – Staff Member(s) Ainsley Lengenich + Michelle Raus
4. Other Attending Chaperones: students are chaperoned by parents
5. Have you coordinated this trip in previous years? Y If yes, when? every May since 2013  
(minus COVID years)
  - o If not, what is the most recent overnight trip you've coordinated? (List group, date and trip destination)  
\_\_\_\_\_
  - o If you've never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience (required)? \_\_\_\_\_

6. Date(s) of Trip May 21, 2022
- o Students will miss the following school dates: —
7. Departure Time and Location: 5 am @ 6th grade house
8. Approximate Time Returning to <sup>NM</sup>NHS: 10 pm
9. Field Trip Destination (City, State) Sandusky, Ohio
10. Trip cost to the student: \$ 70-100
- o Items included in cost: festival fee, cedar point ticket  
optional charter bus fee
- o If not paid for by student, who is funding the trip? —
11. Transportation Details students can drive w/ parents or ride charter bus
12. Lodging name and contact number in emergency no lodging - 248 390 4304  
Ainsley Lengend
13. Number of students attending 100-115  
734 788 7327
14. Total number of chaperones approx 100  
Michelle Rais

For curricular trips, please complete #16-19.

15. What is the class objective that ties into the proposed trip? participating in a festival  
performance + receiving feedback from professional adjudicators
16. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.  
students learn choir/orchestra technique, vocab +  
expression, as well as repertoire in weekly rehearsals
17. Why is the field trip the best way to achieve/reinforce the class objective? so we can receive  
feedback from outside professionals + hear other groups  
perform
18. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the experiences they learned on this field trip? Our last meeting is to hear + discuss  
the judges comments + apply them to our concert.
19. Tentative ~~school~~ bus confirmation made by Ainsley Lengend on Sept 2018  
charter <sup>name</sup> <sup>date</sup>

Amy Craig  
Teacher's/Applicant's Signature

[Signature]  
Assistant Principal's Signature

# **Novi Meadows Choir Cats & Chamber Club Cedar Point Trip**



## **WHAT TO RETURN TO MRS. LINGERICH OR MS. RAIS:**

- ☐ Form: Park Tickets & Transportation/Chaperone Info
- ☐ Payment (Checks made out to Novi Meadows Choir Club)
- ☐ Field Trip Permission Slip
- ☐ Volunteer Background Check (for ALL ADULTS attending)

**FORMS/PAYMENT ARE DUE: Friday, March 25 (before spring break)**

## **Tentative Agenda**

### **Saturday, May 21, 2022**

**5:30 AM:** Board the busses @ Meadows (6<sup>th</sup> Grade House)

**5:30-7:45 AM:** Travel to Perkins High School (3714 Campbell Street, Sandusky, OH 44870)

**8:00 AM:** Chamber Club Warm up

**8:25 AM:** Chamber Club perform for the judges

**8:40 AM:** Choir Cats walk across parking lot to Perkins Middle School; Chamber Club packs up instruments on the bus, then joins the choir

**9:00 AM:** Choir Cats Warm up

**9:20 AM:** Choir Cats perform for the judges

**9:40 AM:** Group photo outside the school  
Pass out park tickets to chaperones @ the busses

**10:00 AM:** Depart Perkins High School & head towards Cedar Point

**10:30 AM: Meet & connect with your chaperone group**

If you are driving, and have group members on the bus, you can meet up with us at the "Welcome to Cedar Point" sign once you go past the metal detectors. Look for us!

**10:30 AM-4:45 PM:** Ride rides and have fun!

**4:45 PM: Awards Ceremony at the Main Arcade Ball Room**

\*Kiddie Kingdom Entrance

**5:15-7:30 PM:** Eat dinner, ride more rides and have more fun!

**7:30 PM:** Meet at the busses! Plan accordingly - don't get in line at 7:15 PM!

**9:45-10:15 PM:** Arrive back at Meadows

# Cedar Point FAQ

**Who can go on this trip?** All Choir Cats and their families can attend. It is not mandatory.

**Do I have to fill out a Volunteer Background Check form?** Every adult coming with us is required to have an approved background check on file- *even if the only person you are chaperoning is your own child.*

**Can I sing in the festival but not go to Cedar Point?** Yes, but you will need your own transportation home. You will only pay the festival fee.

**Do we have to ride the charter bus? Can we drive?** Students and their families are welcome to ride the bus, but it is not required- you can drive yourself if you prefer. If you choose to drive, you do not need to pay the bus fee.

**If I am driving, where is the festival held?**

Perkins High School (auditorium), 3714 Campbell Street, Sandusky, OH 44870

**What if I can get cheaper Cedar Point tickets or have a season pass?** You do not have to order tickets from us. You can use your season pass or purchase your tickets elsewhere. Just put 0 (zero) in the number of tickets needed.

**Can we get a Fastlane pass?** Yes, but you will have to get it on your own, either at the gate or online. Make sure that everyone in your group is able to get one, so that your group can stay together in line.

**Who is in my chaperone group? How many can be in a group?** Students and their parents choose their own groups, so you can be with your friends. We would recommend no more than 8 students in a group, to keep it manageable for the chaperone to keep track of everyone. We have included a full roster of both clubs to help you find group members.

**Can parents co-chaperone a group?** Absolutely. Just put both of your names in the chaperone info section of the form.



# Trip rules and what to bring

- **ATTIRE:** Choir Cats or Chamber Club t-shirt and something blue denim on the bottom- shorts, capris, jeans, skirts, etc. Wear comfortable shoes for the park. If it's cold, you can wear a black, white or green long sleeved t-shirt under your t-shirt. Black or white leggings under skirts and shorts are fine. Students are not allowed to change clothes after the performance, other than to put layers OVER their t-shirt. Choir Cat or Orchestra Club hoodies cannot be worn during the actual performance, but can be worn on the bus and in the park.
- **CHAPERONES:** Students **MUST** stay with their assigned chaperone at all times in the park. Chaperones do not have to ride the rides- they can wait in the parent area at the end of the ride, but students are not allowed to go off on their own and just check in periodically.
- **MONEY:** Students will need money for lunch and dinner in the park. Plan on at least \$15-20 per meal. They may also bring extra money for snacks, souvenirs and/or games.
- **RAIN:** Watch the weather channel Friday night – bring jackets or rain ponchos if needed. We have found ponchos at both Meijer, Target and Amazon in previous years. The park also sells rain ponchos...but let's hope not!
- **BUS BAGS:** You may bring a bag on the bus with blankets, pillows, snacks, non-glass drinks, a dry pair of socks, books and/or electrical devices (with headphones). These items can be left on the bus while we are in the park, since the bus will be locked. Please **DO NOT** bring items that contain hazardous materials, such as glowsticks, etc.
- **PARK BAG:** Students may want to bring a waist pack in the park that includes things like sunscreen, money, a snack, a cell phone, etc. Large purses & backpacks are not permitted on rides. This is from Cedar Point's website:

For safety reasons, purses, backpacks, beverage containers or any other loose articles may not be taken on the following rides: Blue Streak, Lolli Swings, Snoopy Bounce, Woodstock Express, Cedar Downs, Corkscrew, Gemini, Kite Eating Tree, Maverick, maXair, Mean Streak, Mine Ride, Power Tower, Raptor, RipCord, Skyhawk, Super Himalaya, Wave Swinger, Wicked Twister, Witches' Wheel and Woodstock's Airmail. These items may be left in a locker, your vehicle, with a non-rider, or at the owner's risk on the ride platform. However, Cedar Point is not responsible for items lost, damaged or stolen.

Valravn, Rougarou, GateKeeper, Magnum XL-200, Millennium Force and Top Thrill Dragster: Loose articles of any kind including purses, backpacks, beverage containers, etc., **may not be taken past the entrance, or in line and may not be left on the ride platform.** Cell phones, pagers, or other small items must be secured in cargo pockets or waist packs. All loose items not able to be stored in cargo pockets or waist packs must be left in a locker or with a non-rider prior to entering the line.

## PARK TICKETS & TRANSPORTATION

**Form/money due March 25- before we go on spring break!**

Anyone over the age of 2 will need a ticket to enter the park. We have reserved charter buses for students and their families for \$35 per person, even if you ride one way. If you choose to drive, district policy is that parents can only drive their own children.

**\*STUDENT FIRST & LAST NAME:** \_\_\_\_\_

**\*IS YOUR CHILD ATTENDING? (CHECK ONE)**

- ☐ No. *(please send this form back with just this box checked)*
- ☐ Yes, but ONLY attend the festival portion, not Cedar Point *(fill out both sides)*
- ☐ Yes, my child will attend BOTH the festival and Cedar Point *(fill out both sides)*

**\*HOW IS YOUR CHILD GETTING THERE? (CHECK ONE)**

- ☐ I will be driving my child both ways.
- ☐ My child will ride the bus both ways.
- ☐ My child will ride the bus there, but I will drive them home from the park.

**\*NAMES OF FAMILY MEMBERS (& RELATIONSHIP) ATTENDING:**

\_\_\_\_\_

### Total Money Due

# of students performer tickets needed \_\_\_\_\_ x \$73 each = \$ \_\_\_\_\_

# of additional family park tickets needed \_\_\_\_\_ x \$40 each = \$ \_\_\_\_\_

# of bus seats (including the student) needed \_\_\_\_\_ x \$35 each = \$ \_\_\_\_\_

**\*Checks made out to Novi Meadows Choir Club**      **TOTAL DUE = \$** \_\_\_\_\_

**Next: fill out the chaperone form on the back...**

## WHO IS YOUR CHAPERONE?

All students need a chaperone during this trip, even if they are only going to the festival. You can chaperone just your own child or a small group of their friends. If you choose option 4, I can assign your child to a group, but I can't guarantee who they will be with. I make my best effort to put them with people they know. **Please read through all the options and select the one that applies to you. This section should be filled out by the parent - not the student!**

\*\*\*\*\*

☐ **OPTION #1:** I am attending and chaperoning ONLY my own child/children.

- Chaperone name(s): \_\_\_\_\_
  - *ALL ADULTS need to fill out a volunteer background check*
- Are you willing to chaperone additional students who need a group?    YES    NO

\*\*\*\*\*

☐ **OPTION #2:** I am attending and chaperoning my own child and a group of his/her friends. I have personally spoken with all the parents of the students in my group, and they are aware that I am chaperoning their child.

- Chaperone name(s): \_\_\_\_\_
  - *ALL ADULTS need to fill out a volunteer background check*
- Names of all students in your group: \_\_\_\_\_  
\_\_\_\_\_
- Are you willing to chaperone additional students who need a group?    YES    NO

\*\*\*\*\*

☐ **OPTION #3:** I am not attending, but I have personally spoken with another parent and made arrangements for them to chaperone my child.

- Chaperone name(s): \_\_\_\_\_

\*\*\*\*\*

☐ **OPTION #4:** I am not attending, and my child does not have a group. Please assign them a chaperone.

**NOVI COMMUNITY SCHOOL DISTRICT**

248.449.1200

**FIELD TRIP PERMISSION FORM**

To the Parents/Guardians of \_\_\_\_\_  
(Please print child's name)

Destination: **Sandusky High School and Cedar Point, Ohio**

Day and Date of field trip: **Saturday, May 21, 2022**

Transportation: Bus ☒ Walk \_\_\_\_\_ Other ☒

Estimated Departure Time: **6:00am**

Estimated Return Time: **10:00 pm**

Lunch: ☒ Money to purchase lunch/dinner is necessary

\_\_\_\_\_ A beverage is necessary (no breakable containers)

\_\_\_\_\_ Will eat at school

\_\_\_\_\_ Lunch will be provided at the cost of: \_\_\_\_\_

Additional Fees: Performer ticket (\$73), additional park tickets (\$40), Charter Bus fee (\$35)

**Please complete, sign, and return the bottom of this permission slip no later than  
Friday, March 25, 2022.**

Novi Meadows 5<sup>th</sup> - 248.449.1250 Novi Woods - 248.449.1230 Orchard Hills - 248.449.1400 Deerfield - 248.449.170  
Novi Meadows 6<sup>th</sup> - 248.449.1270 Parkview - 248.449.1220 Village Oaks- 248.449.1300 C.A.R.E. - 248.449.1713

\*\*\*\*\*  
Student Name (please print) \_\_\_\_\_

Field trip destination: Sandusky High School and Cedar Point      Date of trip: May 22, 2022

Father/Guardian's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Phone \_\_\_\_\_

Person to contact in case of an emergency if parent/guardian cannot be contacted:

Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

Note any special health/medical concerns: \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

**TOPIC:** Personnel Recommendations

Gary Kinzer, Assistant Superintendent of Human Resources, presents for your consideration the following personnel changes:

**A. New Hires**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Holifield, Amanda	ECEC	Community Ed Asst.	New Hire	Level B	03-14-22


**B. Retirements and Resignations**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Flynn, Brittany	MS	Science Teacher	Resigned	03-04-22
Turchi, Mary	District	Instructional Coach	Retired	05-09-22
Flavin, Diane	NATC	Special Ed Para	Retired	06-10-22
Crouson, Erin	Adult Ed	ESL Teacher	Resigned	02-25-22
Devogelaere, Scott	Career Prep	English Teacher	Resigned	02-24-22
Hodorogea, Severina	Adult Ed	ESL Teacher	Resigned	02-14-22

**C. Leaves of Absence**

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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**RECOMMENDATION:** That the Novi Community School District Board of Education adopts the personnel report recommendations as presented.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**  
  
Steven M. Matthews, Superintendent

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC:** Gifts to the District

The following gifts are presented for Board acceptance:

- Donation of \$5,000 to sponsor the Frog Force FIRST team 503 in Novi High School. Donated by Nissan North America, Inc.

**RECOMMENDATION:**

That the Novi Community Schools Board of Education accept the donation(s) as presented, with appreciation and thanks.

**APPROVED AND RECOMMENDED  
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read "Dr. Matthews", is written over a light gray rectangular background.

---

**Dr. Steve Matthews, Superintendent**

Vendor No. AN0157901

DOCUMENT NUMBER	INVOICE NUMBER	PURCHASE ORDER/ REFERENCE	INVOICE DATE	AMOUNT	DISCOUNT	NET AMOUNT
1900982471	01042022NTCNA1		01/04/22	5,000.00	0.00	5,000.00

Totals	5,000.00	0.00	5,000.00
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# CONTRIBUTION VERIFICATION FORM

The federal Omnibus Budget Reconciliation Act of 1993 (OBRA) requires that the recipient (donee) of any single charitable gift of \$250 or more provide the donor with written acknowledgment of the receipt of the gift. In addition, the donee must provide a detailed description and estimated dollar value of any goods or services received by the donor in exchange for making the gift.

In order for Nissan to comply with OBRA, we ask that you acknowledge Nissan's charitable contribution by completing and returning this form within 15 days of receipt.

1. Date contribution received: January 19<sup>th</sup>, 2022
2. Indicate the amount of cash received from Nissan: \$ 5,000.00
- 2a. Description of property received: Donation Check  
(Information below for vehicle donations only.)  
Model: \_\_\_\_\_ VIN #: \_\_\_\_\_
3. Did your organization provide any goods or services **back to Nissan in consideration for this contribution?**  
☐ Yes ☒ No
4. Estimated value of goods or services provided to Nissan (\$ 5,000.00)  
Description of goods/services: Donation to Novi High School
5. Where will your organization use this contribution?\*

☒ In. U.S. Activities ☐ Solely outside of U.S.

\*If the contribution is to be used in both domestic and foreign locations, break out the amounts accordingly.

The information above is provided for the purpose of complying with Internal Revenue Service requirements and is accurate to the best of my knowledge.

Name: Nicole Carter  
(Please Print)

Signature: Nicole Carter

Title: Principal

Organization Name: Novi High School

Organization Tax ID#: 386003067 Date: 1-19-2022

For Nissan Office Use Only:	Return to:
Check No. <u>0141935339</u> Date: <u>1/5/2022</u>	Nissan North America, Inc.
Division/Dept: _____ Amt. \$ <u>5,000.00</u>	PO Box 685001
Contact Name: _____	Franklin, TN 37068
Organization Name: <u>Novi High School</u>	ATTN: Nissan Neighbors



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC: 2021-2022 Budget Amendment**

On June 10, 2021, the Board of Education adopted the District's budget for the 2021-2022 fiscal year. An amendment to the budget reflecting all the changes known at this time has been prepared. It was presented to the Finance Committee on February 10, 2022 for review and is presented to the Board of Education tonight.

The 2021-2022 Budget Amendment was presented for information and discussion at the February 17, 2022 Board meeting and comes back tonight for Board.

**RECOMMENDATION:**

That the Novi Community School District Board of Education approved the 2021-2022 final budget amendment as presented, per the attached resolution.

**APPROVED AND RECOMMENDED  
FOR A REPORT TO THE BOARD**



**Steve Matthews, Superintendent**

**Novi Community School District  
General Appropriations Resolution  
Resolution for Revised Budget by the Board of Education  
General Fund Budget – March 3, 2022**

**RESOLVED**, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2021-2022: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

**BE IT FURTHER RESOLVED**, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL FUND** of the Novi Community School District for the fiscal year 2021-22 as follows:

**REVENUE:**

Local	\$26,262,800
State	50,527,081
Federal	8,702,681
Incoming Transfers & Other Transactions	<u>4,124,083</u>
 TOTAL REVENUE AND INCOMING TRANSFERS	 \$89,616,645
 FUND BALANCE AS OF JULY 1, 2021	 <u>14,062,488</u>
 TOTAL AMOUNT AVAILABLE TO APPROPRIATE	 <u>\$103,679,133</u>

**BE IT FURTHER RESOLVED**, that \$103,679,133 of the total available to appropriate in the **GENERAL FUND** is thereby appropriated in the amounts and for the purposes set forth below:

**EXPENDITURES:**

Basic Programs	\$46,841,318
Added Needs	10,104,449
Adult Education	322,985
Pupil Services	6,462,929
Instructional Support Services	5,519,984
General Administration	644,466
School Administration	3,788,155
Business Services	1,057,278
Maintenance/Operations & Security	7,476,849
Transportation	1,872,072
Central Services	2,308,519
Athletics	1,201,475
Community Services	<u>1,271,689</u>
 TOTAL EXPENDITURES	 \$88,872,168
 TOTAL APPROPRIATED	 <u>\$88,872,168</u>
 FUND BALANCE AS OF JUNE 30, 2022	 <u>\$14,806,965</u>

Novi Community School District  
General Fund Budget

	<b><u>2021-2022 Original Budget</u></b>	<b><u>2021-2022 Revised Budget</u></b>	<b><u>Variance</u></b>
Revenue:			
Local	\$26,441,700	\$26,262,800	-\$178,900
State	50,188,434	50,527,081	338,647
Federal	1,471,666	8,702,681	7,231,015
Incoming Transfers and Other	<u>3,875,333</u>	<u>4,124,083</u>	<u>248,750</u>
Total Revenue	\$81,977,133	\$89,616,645	\$7,639,512
 Fund Balance as of July 1, 2021	 \$14,062,488	 \$14,062,488	 \$14,062,488
 Total Amount Available to Appropriate	 \$96,039,621	 \$103,679,133	 \$7,639,512
 Expenditures:			
Basic Programs	\$43,666,599	\$46,841,318	\$3,174,719
Added Needs	9,232,920	10,104,449	871,529
Adult Education	318,328	322,985	4,657
Pupil Services	5,580,224	6,462,929	882,705
Instructional Support Services	5,397,246	5,519,984	122,738
General Administration	606,851	644,466	37,615
School Administration	3,952,491	3,788,155	(164,336)
Business Services	943,555	1,057,278	113,723
Maintenance/ Operations/Security	5,807,153	7,476,849	1,669,696
Transportation	1,809,861	1,872,072	62,211
Central Services	2,361,518	2,308,519	(52,999)
Athletics	1,114,905	1,201,475	86,570
Community Services	<u>1,125,482</u>	<u>1,271,689</u>	<u>146,207</u>
	\$81,917,133	\$88,872,168	\$6,955,035
 <b>Projected Fund Balance as of June 30, 2022</b>	 <b>\$14,122,488</b>	 <b>\$14,806,965</b>	 <b>\$684,477</b>

2021-2022 Budget Comparison

**Novi Community School District  
2021-2022 High-Level Budget Variance Explanations**

Local Revenue

Decrease largely due to reduction in gate receipts, high school misc. revenue

State Revenue

Increase largely due to increase in MPSERS UAAL Rate Stabilization

Federal Revenue

Increase largely due to federal equalization funds

Operating Expense

Increases largely due to:

1. Staff additions
2. Substitute Pay increases
3. Market rate wage increases
4. Classroom Supplies
5. Electricity
6. Safety Security
7. High School Graduation
8. Special Education software license
9. Transportation

Novi Community School District  
2022 Section 31o Grant

<u>Position</u>	<u>Status</u>
Social Worker	Posted
Counselor	Posted
Nurse	Filled

**Grant Notes:**

Must be hired by March 1, 2022

MDE pay 100% 1st Year

MDE pay 66% 2nd Year

MDE pay 33% 3rd Year

District must maintain positions for at least 5 years

Novi Community School District  
Federal Funds Comparison w/ Area School Districts

Source:

		(1) Total Federal Aid <u>Per Student</u>	(2) Free/Reduced <u>Student %</u>	(3) School-Aged Kids Poverty %
Novi Community School District				
ESSER I	\$103,290			
ESSER II	339,754			
ESSER II Equalization	2,669,356			
ESSER III	763,039			
ESSER III Equalization	<u>6,545,754</u>			
<b>Total Novi</b>	<b>\$10,421,193</b>	<b>\$1,561</b>	<b>8.16%</b>	<b>2.60%</b>
Northville	\$11,384,208	\$1,556	5.88%	3.50%
South Lyon	\$13,492,284	\$1,563	17.15%	4.30%
Huron Valley	\$13,896,803	\$1,600	28.62%	5.90%
Farmington	\$15,189,596	\$1,620	27.49%	5.40%
Waterford	\$16,333,494	\$2,037	52.78%	9.60%
Walled Lake	\$21,373,099	\$12,610	25.50%	6.00%
Detroit	\$1,266,622,910	\$25,460	Not Available	41.00%

(1) Michigan Department of Education

(2) Michigan Department of Education - Food and Nutrition

(3) Small Area Income and Poverty Estimates (SAIPE) 2020

## **2022-2023 Proposed School Aid Budget**

- 5% Increase in the Foundation Allowance (\$435 per pupil; \$9,135 foundation for 2022-23) - Cost = \$580 Million
- Fully fund 31a At-Risk for 2022-23 – Cost \$222 Million (no proration)
- Additional \$150 in Special Education reimbursement rate
- \$30.8 Million in Career and Technical Ed
- 5% increase for ELL, ISD Operations (Sec 81), and rural/isolated districts
- Significant investment in “staff retention bonuses” structured over four years – Cost \$1.5 Billion
- \$450 Million in Future Educator Fellowships which includes payments to individuals in teacher prep programs, masters programs, and student teachers
- \$325 Million for other new teacher programing for districts to support the teaching profession
- Significant investment in wellness for students AND staff
- GSRP – increase \$435 per pupil to equal the foundation level of \$9,135
- \$1.5 Billion for school infrastructure, granted over several years based on property values, millage rates, etc.
- And more!

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES**

**TOPIC: Physical Education Waiver**

The curriculum committee met several times to discuss offering Physical Education (PE) credit to students who meet the state graduation requirement for Physical education in the following ways:

- Complete a course that meets the PE requirement
- Complete a summer school course that meets the PE requirement
- Complete both years of IB Sports, Exercise & Health Science HL1/HL2
- Earn Credit through the PE Test Out scoring 80% or above
- Complete the PE waiver process listed below

**PE Waiver Process**

1. Students may qualify for the PE waiver in the following ways:
  - 2 seasons of a high school sport (Freshman, JV, Varsity, or Unified Sports)
  - 2 seasons of marching band
  - 2 credits of dance at Novi High School (Beginning Dance, Dance II, Dance III, or Dance IV)
2. The PE Waiver must be signed by the athletic director, marching band director, or dance program director after completion of the 2nd season/credit.
3. Students must submit the completed and signed PE waiver application form to the student services office prior to the end of their Junior year.
4. Any student who has not met the PE requirement through one of the means above will be scheduled into a PE course during their senior year.

\*Students who complete the PE waiver process will have this noted on their transcript. There is no additional credit awarded for the waiver and students who qualify for the PE waiver must still meet the minimum 22 credit requirement for graduation for Novi High School.

This was presented for information and discussion at the February 17, 2021 Board meeting and comes back tonight for approval.

**RECOMMENDATION:**

That the Novi Community School District Board of Education approves the Physical Education Wavier as presented.

**APPROVED AND RECOMMENDED  
FOR A REPORT TO THE BOARD**

  
Steve Matthews, Superintendent



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**SUPERINTENDENT OF SCHOOLS**

**TOPIC: Approval of Attorney**

A complaint has been filed that needs investigation. Our attorney recommends hiring a third party firm to conduct the investigation.

**RECOMMENDATION:**

That the Novi Community School District Board of Education approve contracting with Allen Law Group to conduct a complaint investigation.

**APPROVED AND RECOMMENDED  
FOR A REPORT TO THE BOARD**

A handwritten signature in black ink, appearing to read "Steve Matthews", written over a horizontal line.

**Steve Matthews, Superintendent**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT FOR ACADEMICS**

**TOPIC: District Technology Refresh Phase 3**

With the community support of the District's Capital Bonds, the District has been able to make substantial investments in technology resources to support teaching, learning, and operations over the past two years. The following are recommendations to refresh some of the district technology:

Phase 3 will focus on refreshing:

- The District's four Apple computer labs
- Last fleet of Chromebooks

The administration is recommending the Novi Board of Education approve the following purchases from the Technology Capital Projects (Bond) 2019 fund in the total amount of **\$722,733.00** (seven hundred twenty-two thousand seven hundred thirty-three dollars). The pricing for these purchases is based on the REMC Educational Cooperative Bid.

1. Award to Apple Inc. in the amount of **\$166,238.00** (one hundred sixty-six thousand two hundred thirty-eight dollars) for the purchase of 32 Mac mini computers, 68 24-inc iMac computers, 32 mice, 32 keyboards, and 68 USB-C lightning cables. The Funding Source is the 2019 School Bond Fund.
2. Award to Presidio, in the amount of **\$556,495** (five hundred fifty-six thousand four hundred ninety-five dollars) for the purchase of 1300 Dell 3110 Chromebooks and 33 Dell Curved Monitors. Funding Source is the 2019 School Bond Fund.

This comes tonight for information and discussion and will come back to the Board for approval at the March 17, 2021 regular board meeting.

**APPROVED AND RECOMMENDED FOR  
BOARD INFORMATION AND DISCUSSION**

  
Steve Matthews, Superintendent



---

**Department of Technology**  
25345 Taft Road, Novi, Michigan 48374  
(248) 449-1260 • Fax (248) 449-1269

March 3, 2022

Dr. RJ Webber  
Assistant Superintendent of Instruction  
Novi Community School District  
Educational Services Building  
25345 Taft Road, Novi, MI 48374

**Re: District Technology Refresh Phase 3**

With the community support of the District's Capital Bonds, the District has been able to make substantial investments in technology resources to support teaching, learning, and operations over the past two years. The following are recommendations to refresh some of the district technology:

Phase 3 will focus on refreshing:

- The District's four Apple computer labs
- Last fleet of Chromebooks

The administration is recommending the Novi Board of Education approve the following purchases from the Technology Capital Projects (Bond) 2019 fund in the total amount of **\$722,733.00** (seven hundred twenty-two thousand seven hundred thirty-three dollars). The pricing for these purchases is based on the REMC Educational Cooperative Bid.

The specifications of the equipment being purchased are:

**NCSD Apple Computer Labs** (Novi Middle School and Novi High School)

32 Mac Mini computers

- Apple M1 Chip with 8-Core CPU
- 16 GB RAM
- 512 GB SDD hard drive

68 iMac (24-inch) all-in-one computers

- 4.5 K Display
- Apple M1 Chip with 8-Core CPU
- 16 GB RAM
- 512 GB SDD hard drive

32 Magic Mice

68 USB-C to Lightning Cables

32 Magic Keyboards



**Department of Technology**  
25345 Taft Road, Novi, Michigan 48374  
(248) 449-1260 • Fax (248) 449-1269

Award to Apple Inc. in the amount of **\$166,238.00** (one hundred sixty-six thousand two hundred thirty-eight dollars) for the purchase of 32 Mac mini computers, 68 24-inc iMac computers, 32 mice, 32 keyboards, and 68 USB-C lightning cables. The Funding Source is the 2019 School Bond Fund.

**Refresh of 1300 Remaining District Chromebooks (reached the end of auto-updates)**

1300 Dell 3110 Chromebooks

- 8 GB RAM
- Google Management Licenses

33 Dell 34 inch Curved Monitors (utilized with Mac minis from above)

- 144Hz Refresh Rate, WQHD (3440 x 1440) Display

Award to Presidio, in the amount of **\$556,495** (five hundred fifty-six thousand four hundred ninety-five dollars) for the purchase of 1300 Dell 3110 Chromebooks and 33 Dell Curved Monitors. Funding Source is the 2019 School Bond Fund.

Sincerely,

Jeffrey Mozdierz  
Anthony Locricchio

Director of Technology- Field Services, Oakland Schools  
Senior Technology Coordinator - Field Services, Oakland Schools

**BOARD OF  
EDUCATION  
NOVI COMMUNITY SCHOOL  
DISTRICT NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS**

**TOPIC:** 2021-2022 E-rate Projects: Network Electronics, Wireless Access Points, and Uninterruptible Power Supplies.

On December 2, 2021, a comprehensive Request for Proposal (RFP) was released by the Novi Community School District (NCSD). On January 13, 2022, NCSD three (3) bids for the Network Electronics (switching) and Wireless Electronic and two (2) bids for the Uninterrupted Power Supplies (UPS).

The team reviewed each proposal and conducted follow-up interviews with each vendor. Based on the bid reviews and interviews, it is being recommended that the Novi Community School District award the following contracts:

1. Network electronics, switching, installation, support, disposal and seven years of licensing to Delta Networks in the amount of \$903,771.12. The project will include a 10% contingency managed by the District. Total project budget is \$994,148.23
2. Wireless electronics, installation, support, disposal and seven years of licensing to Inacom, TSG in the amount of \$676,997.19. The project will include a 10% contingency managed by the District. Total project budget is \$774, 696.91.
3. Uninterruptible Power Supplies, five-year warranty, disposal of old batteries and equipment and installation to Delta Networks in the amount \$25 839.60. The project will include a 10% contingency managed by the District. Total project budget is \$28,423.56

The above projects are within the budgeted amounts for the 2019 School Bond projects. The next refresh for these projects will be scheduled in five to seven years. This replacement window is dependent upon District projects, changes in technology and needs for increased capacity to meet future growth beyond what was designed into the projects.

Each project is eligible for partial e-rate reimbursement and will be submitted to the Universal Service Fund per the federal rules and guidelines. All federal e-rate requirements, including Novi Board of Education approval, must be met by March 22, 2022.

This comes before the Board tonight for information and discussion and will come back for approval at the March 17, 2022 meeting.

**APPROVED AND RECOMMENDED FOR  
BOARD INFORMATION AND  
DISCUSSION**



**Steve Matthews, Superintendent**



# Novi Community School District

## Department of Technology

25345 Taft Road · Novi, Michigan 48374 (248) 449-1200 · Fax (248) 449-1219

March 3, 2022

Mr. Greg McIntyre  
Assistant Superintendent Business and Operations  
Novi Community School District  
25345 Taft Road  
Novi, MI 48374

Project Name: 2021-2022 E-rate RFP: Network Electronics, Wireless Access Points and Uninterruptible Power Supplies

Dear Mr. McIntyre,

A comprehensive request for proposal (RFP) was released by The Novi Community School District on December 2, 2021. The RFP was issued as part of the Federal E-rate (Universal Service Fund) program. The E-rate program is designed to assist schools and libraries to obtain and support affordable broadband connections and infrastructure. Under the E-rate program, the District is eligible for reimbursement for part of this project based upon the free and reduced lunch program and a federal formula. Novi is reimbursed at the 40% rate for eligible parts and services under this program.

These projects are part of the scheduled replacement/refresh as part of the 2019 bond project plan.

### **Network Electronics** (Switching)

On January 13, 2022, NCSD received three (3) bid responses for the switching equipment. A committee of network engineers, network administrators, technology management, and IDS reviewed bid responses. Initial interviews were held on January 27, 2022, for the switching proposals. The following table summarizes the base bids for the network electronics:

Vendor	Solution	BaseBid	Interviewed	Base Bid Compliant
Inacomp, TSG	Cisco/Meraki	\$940, 077.39	Y	Y
Delta Networks	Extreme Networks	\$903,771.12	Y	Y
MOSS	Aruba Networks	\$855,77.37	Y	N

The team reviewed each proposal and conducted follow-up interviews with each vendor. Solutions presented from Inacomp and Delta networks were compliant based upon the bid specifications. The proposal presented by Moss was determined to be non-compliant with the bid specifications. Both the Inacomp and Delta networks were determined to be viable and meet bid specifications. The team is recommending the District implement the Delta Network solution as it presents the

District with the most robust network with the best total cost of ownership for seven years. Oakland Schools has a long history of working with Delta Networks across the county to deliver robust solutions to our districts. Extreme Networks currently powers the county-wide network electronics that power the county ONE network.

### Wireless Electronics

On January 13, 2022, NCSD received three (3) bid responses for the switching equipment. A committee of network engineers, network administrators, technology management, and IDS reviewed bid responses. Initial interviews were held on January 27, 2022, for the switching proposals. The following table summarizes the base bids for the Wireless electronics:

Vendor	Solution	BaseBid	Interviewed	Base Bid Compliant
Inacomp, TSG	Cisco/Meraki	\$676,997.19	Y	Y
Delta Networks	Extreme Networks	\$602,361.06	Y	N
MOSS	Aruba Networks	\$664,752.47	Y	N

The team reviewed each proposal and conducted follow-up interviews with each vendor. Solutions presented from Inacomp, TSG were compliant based upon the bid specifications. The proposal presented by Moss and Delta were determined to be non-compliant with the bid specifications. The team is recommending the District implement the Inacomp, TSG wireless network solution as it presents the District with the most robust wireless network with the best total cost of ownership for seven years. The Cisco Meraki solution has been implemented in several Oakland County districts and has proven to be robust and reliable.

### UPS

On January 13, 2022, NCSD received two (2) bid responses for the switching equipment. A committee of network engineers, network administrators, technology management, and IDS reviewed bid responses. Initial interviews were held on January 27, 2022, for the switching proposals. The following table summarizes the base bids for the UPS:

Vendor	Solution	BaseBid	Revised	Interviewed	Base Bid Compliant
Delta Networks	Cyberpower	\$25,839.60	\$25,839.60	Y	Y
MOSS	Cyberpower	\$17,193.30	\$22,347.00	Y	Y

The team reviewed each proposal and conducted follow-up interviews with each vendor. The proposals presented by Moss and Delta were determined to be compliant with the bid specifications. During the review and interview it was determined that there was a difference in warranty for the Moss solution (3 years) vs the Delta Solution (5 years). The proposals were revised to provide equal solutions. The recommendation of the committee is to award the UPS proposal to Delta Networks. The rationale is due to the need during the network electronics project, Delta will be working in every building and location. By having Delta complete the UPS replacement, it will result in more efficient management of the projects, and reduced downtime for the District to coordinate the installation of both the switches and the UPS.

**Recommendation:**

Based upon bid reviews and interviews, we are recommending the Novi Community School District award the following contracts:

1. Network electronics, switching, installation, support, disposal and seven years of licensing to Delta Networks in the amount of \$903,771.12. The project will include a 10% contingency managed by the District. Total project budget is \$994,148.23
2. Wireless electronics, installation, support, disposal and seven years of licensing to Inacom, TSG in the amount of \$676,997.19. The project will include a 10% contingency managed by the District. Total project budget is \$774, 696.91.
3. Uninterruptible Power Supplies, five-year warranty, disposal of old batteries and equipment and installation to Delta Networks in the amount \$25 839.60. The project will include a 10% contingency managed by the District. Total project budget is \$28,423.56

The above projects are within the budgeted amounts for the 201( School Bond projects. The next refresh for these projects will be scheduled in five to seven years. This replacement window is dependent upon District projects, changes in technology and needs for increased capacity to meet future growth beyond what was designed into the projects.

Each project is eligible for partial e-rate reimbursement and will be submitted to the Universal Service Fund per the federal rules and guidelines. All federal e-rate requirements, including Novi Board of Education approval, must be met by March 22, 2022.

Sincerely,

Jeffrey Mozdierz, Director of Technology, Oakland Schools, Field Services  
Anthony Locricchio, Senior Technology Coordinator, Oakland Schools, Field Services



**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT OF BUSINESS & OPERATIONS**

**TOPIC: 2022 Site Improvements Project**

SME is recommending to the Board of Education that the 2022 Site Improvements Project be awarded to Nagle Paving Company, of Novi, Michigan. This recommendation is based upon review of the submitted bid documents and the post bid interview conducted by the owner's review team and a member of Nagle Paving Company. The four (4) contractor Bid Summary is below.

The scope of construction recommended for award includes the base bid of the program (\$3,431,937.00) and alternates that will be determined during pavement evaluation in the spring that have a full value of \$662,616.00. No voluntary alternates were submitted by Nagle Paving Company. The total recommended contract award to Nagle Paving Company for the base bid and all alternates is \$4,094,554.00.

This comes before the Board tonight for information and discussion. I will come back for approval at the March 17, 2022 Board meeting.

**APPROVED AND RECOMMENDED FOR  
BOARD INFORMATION AND DISCUSSION**

  
\_\_\_\_\_  
Steve Matthews, Superintendent



882 40th Street SE  
Grand Rapids, MI 49508-2401

T (616) 406-1756

[www.sme-usa.com](http://www.sme-usa.com)

February 16, 2022

Mr. Gregory McIntyre  
Assistant Superintendent of Business and Operations  
Novi Community School District  
25435 Taft Road  
Novi, Michigan 48374

Via Email: [gregory.mcintyre@novik12.org](mailto:gregory.mcintyre@novik12.org)

RE: Recommendation for Award of the 2022 Site Improvements Project  
Novi Community School District  
Novi, Michigan 48374  
SME Project No. 087946.00

Dear Mr. McIntyre:

SME is pleased to recommend to the Novi Community School District (NCSD) that the 2022 Site Improvements Project be awarded to a single firm, Nagle Paving Company of Novi, Michigan.

Our recommendation is based upon review of the submitted bid documents and the post bid interview conducted by the owner's review team and a member of Nagle Paving Company. The scope of construction recommended for award includes the base bid of the program (\$3,431,937.00) and alternates that will be determined during pavement evaluation in the spring that have a full value of \$662,616.00. No voluntary alternates were submitted by Nagle Paving Company. The total recommended contract award to Nagle Paving Company for the base bid and all alternates is \$4,094,554.00.

If you have any questions regarding the recommendation, review process, or the scope of services, please do not hesitate to contact me at (734) 377-6046 (mobile).

Very truly yours,

**SME**

Keith D. Toro, PE  
Senior Consultant

Attachment: Bid Tabulation

cc: Mr. Michael Dragoo ([michael.dragoo@novik12.org](mailto:michael.dragoo@novik12.org))



## Novi Community Schools 2022 Site Improvements Project Contractor Bid Summary

	ASI	Nagle	Best	Gibraltar
<b>Base Bids Total</b>	3,618,640	3,431,938	3,765,198	3,987,472
<b>Alternate Bids Total</b>	<u>643,910</u>	<u>662,616</u>	<u>690,637</u>	<u>678,223</u>
<b>Base &amp; Alternate Total</b>	<u>\$4,262,550</u>	<u>\$4,094,554</u>	<u>\$4,455,835</u>	<u>\$4,665,695</u>
<b>Price Rank</b>	2	1	3	4
<b>Deerfield Base</b>	198,355	178,781	196,246	231,811
<b>Novi MS West Base</b>	123,665	104,596	127,700	150,587
<b>Novi MS NE Base</b>	104,100	89,073	106,692	102,059
<b>Novi Meadows West Base</b>	555,617	517,837	575,266	670,589
<b>Novi Meadows East Base</b>	242,175	238,961	258,500	300,257
<b>Novi Woods West Base</b>	148,628	133,245	144,744	169,739
<b>Novi Woods East Base</b>	316,535	286,661	313,661	356,784
<b>Parkview Base</b>	407,800	366,564	392,715	430,022
<b>TMC Base</b>	1,169,714	1,209,276	1,287,218	1,215,203
<b>Village Oaks Base</b>	<u>352,051</u>	<u>306,944</u>	<u>362,456</u>	<u>360,421</u>
<b>TOTAL</b>	<u>\$3,618,640</u>	<u>\$3,431,938</u>	<u>\$3,765,198</u>	<u>\$3,987,472</u>
<b>Deerfield Alternates</b>	40,415	42,788	38,599	44,341
<b>Novi MS West Alternates</b>	27,600	32,362	28,275	29,180
<b>Novi MS NE Alternates</b>	19,905	17,627	15,964	17,293
<b>Novi Meadows West Alternates</b>	140,280	144,062	162,695	173,173
<b>Novi Meadows East Alternates</b>	43,115	43,525	44,158	60,069
<b>Novi Woods West Alternates</b>	60,770	63,726	74,505	48,350
<b>Novi Woods East Alternates</b>	50,250	53,531	63,318	40,460
<b>Parkview Alternates</b>	83,110	90,438	96,748	74,796
<b>TMC Alternates</b>	118,845	107,135	102,790	118,905
<b>Village Oaks Alternates</b>	<u>59,620</u>	<u>67,422</u>	<u>63,585</u>	<u>71,656</u>
<b>TOTAL</b>	<u>\$643,910</u>	<u>\$662,616</u>	<u>\$690,637</u>	<u>\$678,223</u>

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
March 3, 2022**

**ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES**

**TOPIC:** 2022-2023 NEA Calendar

Administration and the Novi Education Association (NEA) have reached a tentative calendar for 2022-2023. The attached calendar shows that our proposed calendar, which meets the state required days and hours.

**APPROVED AND RECOMMENDED FOR  
BOARD INFORMATION AND DISCUSSION**

  
\_\_\_\_\_  
Steve Matthews, Superintendent

